

Republic of the Philippines
WESTERN PHILIPPINES UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of WESTERN PHILIPPINES UNIVERSITY in the CSC website:

ELSA P. MANARPAAC

(Head of Agency)

Date: July 16, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aid	WPUB-ADA6-	6	14340	High School Gra	None Required	None Required	Mechanic (MC 1	n/a	Motorpool Section
2	Administrative Aid	WPUB-ADA2-	2	11200	Elementary Schd	None Required	None Required	None Required(l	n/a	Motorpool Section

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 31, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Photocopy of Diploma;
6. Photocopy of trainings and seminars attended; and
7. Certificate of Employment.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AILENE G. FERRIOL

Administrative Officer V, HRMO

Western Philippines University, Aborlan, Pala

hrmoffice@gmail.com/wpuhrmoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

