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must be in MS Excel format

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:

*[Signature]*  
**FLSAP. 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 Aide VI (Mechanic II)	WPUB-ADDA6-38-2005	6	14340	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96-Cat. II)	n/a	Motorpool Section
2	Administrative Aide II (Light Equipment Operator)	WPUB-ADDA2-64-2005	2	11200	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	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](http://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;
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, Palawan  
[wpu.hrmooffice@gmail.com](mailto:wpu.hrmooffice@gmail.com)/[wpuhrmooffice@yahoo.com](mailto:wpuhrmooffice@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**