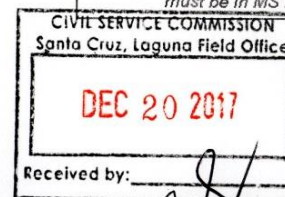


Form No. 9
December 2017

Republic of the Philippines
Laguna State Polytechnic University, Sta. Cruz, Laguna
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC Field Office
must be in MS Excel format



CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Laguna State Polytechnic University Sta. Cruz Laguna in the CSC website:

Hon. Nestor M. De Vera, Ph.D.
University President

Date: December 20, 2017

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Officer IV (Human Resource Officer)	LSPCB-ADOF4-25-2004	SG-15	P 27,565	Bachelors Degree	4 hrs relevant training	1 yr relevant experience	CS Professional / 2nd Level Eligibility	Exemplifying integrity, Delivering service excellence, Problem solving skills, good communication skills	LSPU Sta. Cruz Laguna

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 December 2017.

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.

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

Hon. Nestor M. De Vera, Ph.D.

University President

Brgy. Bubukal, Sta. Cruz, Laguna

admin.stacruz@lspu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.