

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION - MIMAROPA REGION
Request for Publication of Vacant Positions

Commission on Higher Education
Records Section
B-N Regional Office
RELEASED
DEC 06 2017

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

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TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of CHED MIMAROPA Region in the CSC website:

VIRGINIA D. AKIATE, Ed.D., CESO III
(Head of Agency)

Date: December 4, 2017

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | |
|-----|------------------------|--------------------|---------------------------------|-------------------|--|----------|------------|-------------|-------------------------------|---|-----------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Administrative Aide IV | ADDA4-22-2004 | 4 | 12,674 | Completion of 2 yrs studies in College | | | | First Level Eligibility | Proficient in MS Office/Computer Literate | MIMAROPA Region |
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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 January 5, 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.

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

VIRGINIA D. AKIATE, Ed.D., CESO III
Director IV
HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City
chedro4b@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.