

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Name of Agency) in the CSC website:

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

FO-SIQUIJOR
2nd Level, Old Capitol Building
Larena, Siquijor
Telephone No: (035) 377-2040

RECEIVED

Date: 22 APR 2024

JENELYN M. YU RONG

Date: 4/18/2024

Time: 8:00 AM

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	Information Technology Officer I	SISCB-ITO1-19-2022	19	P51,357.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
2	Information Officer III	SISCB-INFO3-16-2022	18	P46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
3	Internal Auditor III	SISCB-IAUD3-14-2022	18	P46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
4	Administrative Officer V	SISCB-ADOF5-2-2022	18	P46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
5	Administrative Officer V (Quality Assurance Officer V)	SISCB-ADOF5-3-2022	18	P46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
6	Administrative Officer V	SISCB-ADOF5-5-2022	18	P46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
7	Administrative Officer IV (Quality Assurance Officer IV)	SISCB-ADOF4-5-2022	15	P36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
8	Administrative Officer III (Executive Assistant)	SISCB-ADOF3-14-2022	14	P33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
9	Legal Assistant III	SISCB-LEA3-11-2022	14	P33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of relevant training to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year or relevant experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal	Career Service Professional (Second Level Eligibility)		SSC
10	Administrative Officer II	SISCB-ADOF2-4-2022	11	P27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SSC

Unique Transaction No.

By:

11	Planning Officer I	SISCB-PLO1-8-2022	11	P27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SSC
12	Administrative Officer I	SISCB-ADOF1-5-2022	10	P23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SSC
13	Administrative Officer I (Cashier I)	SISCB-ADOF1-7-2022	10	P23,176.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SSC
14	Administrative Assistant III	SISCB-ADAS3-40-2022	9	P21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)		SSC
15	Administrative Assistant III	SISCB-ADAS3-41-2022	9	P21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)		SSC
16	Administrative Assistant I	SISCB-ADAS1-1-2022	7	P18,620.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		SSC
17	Administrative Assistant I	SISCB-ADAS1-2-2022	7	P18,620.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		SSC
18	Administrative Assistant I	SISCB-ADAS1-3-2022	7	P18,620.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		SSC
19	Administrative Aide VI (Clerk III)	SISCB-ADA6-21-2022	6	P17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		SSC
20	Administrative Aide VI (Clerk III)	SISCB-ADA6-22-2022	6	P17,553	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		SSC
Nothing Follows										

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 29, 2019.

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 last rating period (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:

STEVEN J. SUMAYLO, Ph.D.

SUC President II

Siquijor State College, Larena, Siquijor

siquijorstatecollege@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**CSC FO SIQUIJOR
RECEIVED**

DATE 22 APR 2024
TIME: 8:20 AM

Date of publication and posting shall be reckoned from the date of actual publication in the CSC Job portal.