

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 Word

FO-SIQUIJOR
2nd Level, Old Capital Building
Larena, Siquijor
Telephone No. (033) 317-3381

RECEIVED
NOV 18 2024

Date: _____

JENEL M. MURONG
HRMD

Date: 11/5/2024

By: _____
SSC

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	Accountant III	SISCB-A3-1-1998	19	P53,873.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		SSC
2	Administrative Officer V (Budget Officer III)	SISCB-ADOF5-9-2004	18	P49,015.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)		SSC
3	Administrative Officer I (Records Officer I)	SISCB-ADOF1-4-2004	10	P24,381.00	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)		SSC
4	Administrative Aide VI (Clerk III)	SISCB-ADA6-6-2004	6	P18,255.00	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 November 25, 2024.

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.