



Republic of the Philippines
COMMISSION ON POPULATION
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 COMMISSION ON POPULATION in the CSC website:

Maria Fe G. Esmundo
MARIA FE G. ESMUNDO
HRMO

Date: August 25, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Bookkeeper)	POPCOMB-ADAS2-15-2013	8	17,505	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CS Prof/ 2nd level eligibility	None	Cotabato City

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 September 11, 2020.

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:

EDWIN MATEO P. QUIJANO
Regional Director
Commission on Population XII
region12@popcom.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.