

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Request for Publication of Vacant Positions

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

RECEIVED

Office/Unit: CSC FO La Union

Transaction No. LUFO-21-378

Date and Time: 09-29-2021 / 02:28

Received by: HRMO

ATTY. JASMIN C. BAÑEZ

Remarks:

September 29, 2021

Date:

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position/s, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV	OSEC-DOSTB-ADA4-210-2004	4	14,400.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub Professional) First Level Eligibility	Not Applicable	DOST Region 1

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 October 09, 2021.

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.

This office highly encourage all interested and qualified applicants including PWD candidates, member of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

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

ATTY. JASMIN C. BAÑEZ

Chief Administrative Officer and Acting HRMO

DMMSU MLU Campus, Catbangan, City of San Fernando, La Union

hr@region1.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.