

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
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 HIGHER EDUCATION in the CSC website:


APOLONIA R. VIVO
Chief Administrative Officer, HRDD
HRDD

Date: October 27, 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	Attorney V	CHED-ATY5-6-2013	25	96,985.00	Bachelor of Laws	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		LLS
2	Supervising Education Program Specialist	CHEDB-SVEPS-25-1998	22	66,687.00	Master's Degree relevant to the job	16 hours of relevant training	3 years in position involving management and supervision	PBET; Teacher; CS-Prof; Second Level Eligibility		CARAGA

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 6, 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; duly notarized
2. Performance rating **in the last rating period (if applicable)**;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; Certificate of Employment and Certificate of Training attended

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

APOLONIA R. VIVO
Chief Administrative Officer
HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City
hrdd_applications@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

APPROVED FOR POSTING

BY: 
DATE: _____