

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

Republic of the Philippines
NATIONAL ARCHIVES OF THE PHILIPPINES
 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 NATIONAL ARCHIVES OF THE PHILIPPINES in the CSC website:


ROWENA G. LADINGIN
 OIC-HRMO

Date: _____

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	
1	ADMINISTRATIVE AIDE III	RMAO-NCCAC-ADA3-5-2007	3	13,572.00	Completion of two (2) years college studies or high school graduate with relevant vocational/trade course	none required	none required	Career Service Sub-Professional (Appropriate Eligibility for 1st level position)	FAD

03 MAY 2021

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

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:


MARIETTA R. CHOU

HRMPSB Chairperson

6th floor, PPL Building, UN Avenue cor San Marcelino Street, Paco, Manila

nap_hrm@nationalarchives.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.