

Republic of the Philippines
BUREAU OF BROADCAST SERVICES
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 Bureau of Broadcast Services in the CSC website:

CIVIL SERVICE COMMISSION
National Capital Region
OFFICE OF THE SECRETARY
CSC-DOENR
RECEIVED: 18 OCT 17 03:48 PM
DATE: _____ TIME: _____


JUN P. ROMANA
HRMO

Date: 10/17/2018

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 Officer IV (HRMO2/Training)	BBSB-ADOF4-6- 2005	15	29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level	N/A	NCR Central Office, Admin Div
2	Administrative Aide VI (Utility Foreman)	BBSB-ADA6-18- 2005 (Anticipated Vacancy)	6	14,340.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	N/A	NCR Central Office, Admin Div
3	Administrative Aide III (Utility Worker 2)	BBSB-ADA3-45- 2005	3	11,914.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	N/A	NCR Central Office, Admin Div
4	Administrative Aide III (Utility Worker 2)	BBSB-ADA3-53- 2005	3	11,914.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	N/A	DWFB-Laoag

5	Administrative Aide II (Messenger)	BBSB-ADA2-49-2005	2	11,345.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)	N/A	NCR Central Office, Admin Div
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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 30, 2018.

1. Letter of intent, addressed to Director Rizal Giovanni P. Aportadera Jr., indicating the position and the area of assignment you are applying for.
2. 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; (if Applicable) and
5. Photocopy of Transcript of Records or Form 137 whichever is applicable.

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

JUN P. ROMANA

Chief, Personnel Section
 4th Floor PIA Media Center Bldg., Visayas Ave.,
 Brgy. Vazra, Quezon City 1128
pbs.personnel@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.