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 SOILS AND WATER MANAGEMENT in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Administrative Assistant III (Senior Bookkeeper) (1)</td>
<td>OSEC-DAB-ADAS3-101-2004</td>
<td>17,976.00</td>
<td>Completion of 2-year studies in college or high school graduate with relevant vocational / trade course</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Relevant MC 11, s. 1998/ Career Service (Sub-professional)/ First level eligibility</td>
<td>Office of the Director (NCR)</td>
<td></td>
</tr>
</tbody>
</table>

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the address below not later than AUGUST 21, 2019.

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/tenure/college (please present original); and
4. Photocopy of Transcript of Records (please present original / certified true copy).

QUALIFIED APPLICANTS are advised to submit their application to:

NANCY C. DE SAGUN
Chief, Personnel Section

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PRIVACY NOTICE

The Bureau of Soils and Water Management (BSWM) values your right to data privacy. If you are interested in applying to the above published vacancies, you will be required to execute the Data Privacy Consent Form. The personal information you will submit to BSWM shall be used to evaluate your application for employment purposes only.

For any concerns related to the above, you may contact the Personnel Section thru telephone number (02) 89925566.