

Republic of the Philippines
BUREAU OF SOILS AND WATER MANAGEMENT
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 SOILS AND WATER MANAGEMENT in the CSC website:


NANCY C. DE SAGUN
HRMO

Date: 20-Sep-2021

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	Information Officer II	OSEC-DAB-INFO2-33-2014	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ 2nd level eligibility		Office of the Director-Information Unit (NCR)
2	Administrative Officer III	OSEC-DAB-ADOF3-100-2004	14	30,799.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		Office of the Director-Property Management Unit (NCR)

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 **September 30, 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.

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

NANCY C. DE SAGUN

Administrative Officer V

Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City
bswm.hrms@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.