



VACANCY ANNOUNCEMENT

Office: Engineering Office
Position: One (1) Administrative Aide VI (Artist Illustrator) (SG: 6)

Qualifications:

Education: Completion of two years studies in college
Experience: None Required
Training: None Required
Eligibility: CS Subprofessional/Draftsman or Illustrator

Interested applicants may send their application letter and detailed requirements to:

Director MARVINA R. LIBAN
Head, Human Resource Management Office/
Vice-Chairman, OP Selection and Promotions Board

Deadline for submission of application is on **June 17, 2009.**

Requirements:

Applicants must submit within ten (10) calendar days from the date of this publication to the Human Resource Management Office (HRMO) at the above address the following requirements:

1. Letter stating the position applied for.
2. Duly accomplished Personal Data Sheet (CSC Form 212). This form may be downloaded from the CSC Website. www.csc.gov.ph
3. "1X 1" colored photographed ID Picture
4. *Bar or Board Rating or CSC Certificate of Eligibility
5. *Transcript of Records (if available)
6. *Certificates of Seminars or Trainings attended. (if available)
7. *Service Records or certification from previous employers stating the position assumed and corresponding duties and responsibilities.
8. *Performance Evaluation Reports for the last two (2) periods. (for current government employees only); and,
9. Statement duly signed by the applicant as to any relative or relatives within the fourth (4th) degree of consanguinity or affinity, currently employed with the Office of the President.

* If photocopies are filed, the documents must be certified as "true copy" by the proper authorities or the applicant may present the originals to the HRMO for comparison with the photocopies.