

VACANCY ANNOUNCEMENT

Office: Malacañang Museum

Position: One (1) Museum Guide(SG: 9)

Qualifications:

Education: Completion of 2 years studies in College
Experience: 1 year relevant experience
Training: 4 hours of relevant training
Eligibility: Civil Service Subprofessional/
1st Level Eligibility

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

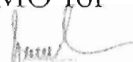
Deadline for submission of application is on **06 May 2009**.

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 CEO Eligibility
5. *Transcript of Records
6. *Certificates of Seminars or Trainings attended.
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.


APPROVED FOR POSTING