

Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga city
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position(s), which are authorized to be filled, at the WESTERN MINDANAO STATE UNIVERSITY in the CSC website:

This University Practices Equal Opportunity for Employment: "there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation & gender identity, civil status, disability, religion, ethnicity or political affiliation".



ELVIRA C. LUBATON

OIC - Human Resource Management Office

Date: July 01, 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)	
8	Administrative Aide III (Clerk I)	Casual	3	13,572	Completeion of two years in college or High School	none required	none required	Career Service (Sub-Professional) (First Level Eligibility)	Computer Literacy	Adm. Services
1	Communication Equipment Operator I	Casual	4	14,400	Completeion of two years in college or High School	none required	none required	Appropriate License (MC 11,s,96-Cat II)	Computer Literacy	Adm. Services
1	Draftsman	Casual	6	16,200	Completeion of two years in college or High School w/ relevant vac/trade course	none required	none required	Career Service (Sub-Professional) Draftsman or Illustrator (MC 11,s,96-Cat I)	Computer Literacy	Adm. Services

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 July 14, 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:

MA. CARLA A. OCHOTORENA, RN, Ph. D.

President

Western Mindanao State University

Zamboanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.