CS Form No. 9
Revised 2018

Republic of the Philippines

WESTERN MINDANAO STATE UNIVERSITY

Zamboanga city

Request for Publication of Vacant Position(s)

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 2, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	WMSUB-ADAS2-49-2004	SG-8	18,251	Completion of two years studies in college	4 ours of relevant Training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Proficient in Microsoft Office application, Excellence interpersonal Relationship	Administrative Division
2	Administrative Aide IV (Cash Clerk I)	WMSUB-ADA4-68-2004	SG-4	14,400	Completion of two years studies in college	none-required	none-required	Career Service (Subprofessional) First Level Eligibility	Sense of Responsibility; Proficient in Microsoft Office Application & Excellence interpersonal Relationship	Cashier Section

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 13, 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, R.N.,Ph.D.
President
Western Mindanao State University
Zamboanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.