



Republic of the Philippines
State Universities and Colleges
GUIMARAS STATE COLLEGE
Buenavista, Guimaras



August 28, 2018

DIR. VIZUR-TY C. GAITANO
Director II
Civil Service Commission
Guimaras Field Office

CIVIL SERVICE COMMISSION
REGIONAL OFFICE NO. 6
GUIMARAS FIELD OFFICE

RECEIVED

BY: LEO M. AGENGA, JR.
SIGNATURE: _____
TITLE: HUMAN RESOURCE SPECIALIST II 11-25

DATE: AUG 29 2018


Dear Director Gaitano:

Greetings!

We are respectfully submitting herewith our request for publication of vacant positions to the Civil Service Commission Job Net Portal.

Thank you very much.

Very truly yours,


ROGELIO T. ARTAJO, Ph.D., DFRIEdr, FDR
College President

Republic of the Philippines
GUIMARAS STATE COLLEGE
Request for Publication of Vacant Positions

BY: LEONARDO AGENGA, JR.
HUMAN RESOURCE SPECIALIST
DATE: AUG 31 2018

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Guimaras State College in the CSC website:

ROGELIO T. ARTAJO, Ph.D.
(Head of Agency)

Date: 4/22/18

No.	Position Title	Plantfile Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	GSCB-INST1-6-2011	12	265,788.00	Masters Degree in the Area of Specialization or its Allied Courses	none required	none required	none required/RA 1080 for courses requiring practice of profession	none	

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 10, 2018.

1. PDS (revised 2017).
2. Photocopy of Diploma and Transcript of Records.
3. Original copy of Authenticated Eligibilities.
4. Photocopy of Certificate of Seminars/Trainings.
5. Photocopy of Birth Certificate.
6. Photocopy of Marriage Contract (if applicable).
7. Photocopy of Certificate of Employment.
8. Photocopy of National Competency (NC) Certificate (if any).
9. Copy of Individual Performance Commitment and Review from previous employer.

This office highly encourage interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal employment opportunity.

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

DR. ROGELIO T. ARTAJO
College President
Guimaras State College
McLain, Buenavista, Guimaras
email: rta@gsc.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.