

Republic of the Philippines
NATIONAL PRINTING OFFICE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL PRINTING OFFICE in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT III	ADAS3-1-2009	9	PhP20,402.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		Office of the Director
2	PRINTING MACHINE OPERATOR IV	PMACO4-10-1998	11	PhP25,439.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC No.10, s. 2013, CAT II)		Press Division
3	PRINTING MACHINE OPERATOR III	PMACO3-26-1998	9	PhP20,402.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC No.10, s. 2013, CAT II)		Press Division

Date: September 23, 2022

HRMO

AMANDO S. VALSORABLE, JR.

CSC - FO Office of the President

[Signature]

Date of Application

Electronic copy to be submitted to the CSC FO must be in MS Excel format

23 SEP 2022

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 October 3, 2022.

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:

AMANDO S. VALSORABLE, JR.
CHIEF, HRM
EDSA COR NIA NORTH, DILIMAN, QUEZON CITY
npo_hrm@yahoo.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.