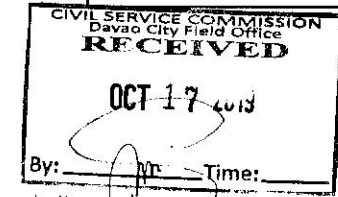


Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Republic of the Philippines
SOUTHERN PHILIPPINES DEVELOPMENT AUTHORITY
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 Southern Philippines Development Authority in the CSC website:

FAMIDA B. BIRUAR
HRMO

Date: October 17, 2019

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)	
1	Private Secretary II	II.5.	15	30,531.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Davao City
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A

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 November 4, 2019.

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:

FAMIDA B. BIRUAR
HRMO
SPDA Office, 4th Floor Karpentrade Bldg. Km. 2 Mac Arthur Hiway, Matina, Davao City
spda_main@yahoo.com or fsb_C4@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.