

Republic of the Philippines
ABRA STATE INSTITUTE OF SCIENCES & TECHNOLOGY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of ABRA STATE INSTITUTE OF SCIENCES AND TECHNOLOGY, Main Campus, in the CSC website:

DR. GREGORIO T. TURQUEZA JR.

SUC President II

Date:

8/20/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant III	ASISTB-A3-1-2005	19	42,099.00	Bachelor's degree in Commerce/ Business Administration major in Accounting or Bachelor in Accountancy	8 hours of relevant training	2 years of relevant experience	RA 1080		General Administration and Support Services
2	Security Guard II	ASISTB-SECG2-1-1998	5	13,481.00	High School Graduate	None required	None Required	Security Guard License (MC 11, s. -Cat. II)		General Administration and Support Services
3	Farm Worker II	ASISTB-FAWK2-2-2011	4	12,674.00	Elementary School Graduate	None required	None Required	None Required		General Administration and Support Services
4	Administrative Aide IV (Clerk II)	ASISTB-ADA4-2-2009	4	12,674.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Sub Professional) / First Level Eligibility		Research Services
5	Administrative Aide III (Utility Worker II)	ASISTB-ADA3-2-2011	3	11,914.00	Must be able to read and write/ Elementary School Graduate	None required	None Required	None Required		General Administration and Support Services
6	Security Guard I	ASISTB-SECG1-2-1998	3	11,914.00	High School Graduate	None required	None Required	Security Guard License (MC 11, s. -Cat. II)		General Administration and Support 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 12 SEP 2018

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Psychological Test Result.

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

DR. GREGORIO T. TURQUEZA JR.
SUC President II

Abra State Institute of Sciences and Technology, Main Campus, Lagangilang, Abra
asistmain@yahoo.com

AUG 31 2018

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.