



## WE'RE HIRING

### **Requirements for this position:**

Interested and qualified applicants are requested to prepare the following documents and build their PhilSA Application Profile online for each unique position title:

1. Letter of intent addressed to:  
**JOEL JOSEPH S. MARCIANO, JR. Ph.D.**  
*Director General*
2. Updated and Notarized Personal Data Sheet
  - 2a) CSC Form 212 (Revised 2017)
  - 2b) Work Experience Sheet
3. Performance rating in the last rating period (if applicable);
4. Scholastic Records
  - 4a) Diploma and/or
  - 4b) Transcript of Records
5. Certificate of eligibility/license/rating
6. Training certificate/s
7. Employment certificate/s (if applicable)

### **Important reminders:**

- a) All qualified applicants will receive consideration for employment without regard to age, disability, ethnicity, gender, gender identity or expression, sexual orientation, civil status, pregnancy, or religion and other personal attributes of the individual.
- b) Applications with incomplete documentary requirements shall not be processed.
- c) Item number of the position must be indicated in the letter of intent.
- d) Only applications sent through the appropriate Google Form shall be processed. The QR code and link to the Google Form can be found at the bottom of the description of the vacant position.
- e) Only qualified applicants will be shortlisted and contacted.

**Deadline of Application: 31 December 2021**

**Place of Assignment: Quezon City**