

Republic of the Philippines
NATIONAL MEAT INSPECTION SERVICE
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 MEAT INSPECTION SERVICE in the CSC website:

MS. JANNILYN S. VILLAFLOR

OIC, HRM Section

Date:

10/28/2024

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	ADMINISTRATIVE OFFICER II	NMISB-ADOF2-16-2014	11	₱28,512.00	Bachelor's Degree Relevant to the Job	none required	none required	Career Service (Professional) 2nd level eligibility	Epitomize Professionalism Embodying Integrity Committing to Teamwork Demonstrating Accountability	Central Office - Finance Division
2										
3										
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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 10, 2024**.

1. Letter of Intent indicating the position applying for;
2. 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;
3. Work Experience Sheet (attachment CS Form No. 212)
4. Performance rating **in the last rating period** (if applicable);
5. Authenticated copy of certificate of eligibility/rating/license; and
6. Authenticated copy Transcript of Records and Diploma.
7. Certificate of Seminars/Trainings Attended.

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

MS. JANNILYN S. VILLAFLOR

Officer-In-Charge, HRM Section

No.4 Visayas Ave., Brgy. Vasra, Quezon City

recruitment@nmis.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.