To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF SOILS AND WATER MANAGEMENT in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Officer IV</td>
<td>OSEC-DAB-ADOF4-22-2014</td>
<td>15</td>
<td>32,053.00</td>
<td>Bachelor's Degree relevant to the job</td>
<td>4 hours of relevant training</td>
<td>1 year of relevant experience</td>
<td>Career Service (Professionally)</td>
<td>Second level eligibility</td>
<td>Office of the Director – Budget Section (NCR)</td>
</tr>
</tbody>
</table>

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 June 10, 2020:

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. Preferably authenticated copy of certificate of eligibility/rating/license; and
4. Preferably authenticated copy of Transcript of Records.

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

NANCY C. DE SAGUN  
Chief, Personnel Section  
Elliptical Rd. Cor Visayas Ave. Diliman, Q.C.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PRIVACY NOTICE
The Bureau of Soils and Water Management (BSWM) value your right to data privacy. If you are interested in applying to the above published vacancies, you have to execute the Data Privacy Consent Form. The personal information you submitted to BSWM shall be used to evaluate your application for employment purposes only.

For any concerns related to the above, you may contact the Personnel Section thru telephone number (62) 89239316/88992566.

Attached is the acknowledged receipt and approval from CSC for posting
-date posted at CSC Website: May 29, 2020