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*All applicants/candidates have equal opportunity for employment, free from any discrimination during the selection process regardless of age, gender, status.*

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 May 17, 2023

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](http://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:

**AILEEN D. BOMBIO**

Human Resource Management Offr. II

Trece Martirez St, Brgy V-A, City Hall Comp.

San Pablo City, Laguna

[hr.spc@yahoo.com](mailto:hr.spc@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**