



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 January 9, 2019.

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:

**MARECRIZ Q. ARELLANO**

Administrative Officer V (HRMO III)

2nd Floor Grand Central Terminal, Ilayang

Dupay, Lucena City, 4301

[prc.lucena@gmail.com](mailto:prc.lucena@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.