



**NOTE: All qualified next-in-rank shall be automatically considered candidate for promotion. As such, they shall submit within the prescribed period the documentary requirements necessary in the screening procedure as stated below. None submission of said requirements on time shall mean a waiver of their possible promotion.**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the Office of the **Human Resource Management Department** not later than January 20, 2022.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.

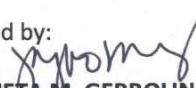
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Prepared by:



**MARIA REGINA G. MARTINEZ**  
Administrative Officer III

Noted by:



**SONIETA M. GERBOLINGO**  
SAO, Head of the Human Resource