PUBLICATION

Receive approved authority to fill/hire vacant positions in the University

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Encode position title, Office, salary grade, item number and minimum qualifications of the Civil Service Commission (CSC)

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Submit to CSC field Office the request for publication of vacant item

Request for publication of vacant

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Receive the bulletin of vacant positions from civil service commission

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Coordinate with unit regarding the the deadline of accepting applicant

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Prepare and encode announcement of vacant positions

Posting/announcement of vacant positions

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Disseminate for posting the announcement to all units/ colleges in the University and in HRDO Bulletin

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Upload in HRDO Website