

APPLICATION PROCEDURES FOR PUBLISHED VACANT POSITIONS TO BE FILLED

Interested & qualified applicants must submit hardcopies of the requirements stated below in one long brown folder with softcopy in cd to 3/F HRDD Bldg. 3 PEZA-DOE-PNOC Complex, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City.

Requirements:

1. Application Letter (addressed to the Department Manager, Human Resource Development Department)
2. Latest Resume/Curriculum Vitae with passport size picture (preferably in business attire)
3. Two (2) duly accomplished and notarized Personal Data Sheet and work experience sheet (CSC Form 212 Revised 2017). You may download these forms at:
 - **Personal Data Sheet (should be printed back to back with a paper size of Oficio 8.5x13)** - <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - **Work Experience Sheet** - <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/951-2017-omnibus-rules-on-appointments-and-other-hr-actions.html?download=3665:cs-form-no-212-attachment-work-experience-sheet>

REMINDERS:

- 3.1 *Accomplish the Personal Data Sheet (PDS) properly and completely (read the instructions on how to fill-out the form)*
- 3.2 *Indicate your Skills (i.e. Computer Literate, Typing (Electric and Manual Typewriter), driving, etc.) And Hobbies (i.e. Singing, dancing, playing guitar (any musical instruments), playing basketball (any sports), hiking, etc.)*
- 3.3 *Do not include trainings/seminars acquired/gained if certificates are not available/missing*
- 3.4 *Character References (College/University Registrar, Human Resource Department Manager (previous employer/s) and Immediate Supervisor) Not related to the applicant by Consanguinity or Affinity*
4. Authenticated Certificate of Eligibility or Board Rating (Certified by CSC/PRC)
5. Authenticated Transcript of Records (Certified by College/University Registrar)
6. Authenticated College Diploma (Certified by College/University Registrar)
7. Certificate of Employment with Compensation and no administrative case (previous and current employers)
8. Latest one (1) month payslip, employment contract or any proof of latest compensation, (if applicable)
9. Photocopy of the 2 Performance ratings for the last 2 rating periods from date of publication of vacant position. (One (1) performance rating is equivalent to six (6) months)
10. Certificates of relevant trainings and seminars attended **(120 hours of supervisory/management learning and dev't intervention for those who are applying for supervisory/managerial position)**
11. Certificates of outstanding accomplishments (if any)
12. NBI Clearance
13. Latest Chest X-ray
14. Psychological Exam result

Applicants are expected to:

- Bring all original documents for verification purposes;
- Wear proper business/corporate attire;
- Submit one (1) set of documents for every position he/she is applying for; and
- Submit pending requirements before the deadline of applications.

Contact Details:

Tel. #: (02) 8891-6423 or 8551-3451 local 314

recruitment@peza.gov.ph

- Only shortlisted applicants will be notified for the pre-employment exam.

- Applications with incomplete documents/requirements mentioned above and/or submitted after the set deadline will not be evaluated/accepted by HRDD.