

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBIGA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LOCAL GOVERNMENT UNIT OF CALBIGA in the CSC website:


AMADOR D. RAFALES
MGADH I/HRMO

Date: November 12, 2018

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|------------------------------|---------------|---------------|---------------|----------------------------|--------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Aide III (Utility Worker II) | 1000-6-024 | 3 | 8,936.00 | Must be able to read & write | None Required | None Required | None Required | | Municipal General Services Office |
| 2 | Administrative Aide III (Utility Worker II) | 8000-2-006 | 3 | 8,936.00 | Must be able to read & write | None Required | None Required | None Required | | Municipal Economic Enterprise Office |
| 3 | Administrative Aide I (Utility Worker I) | 1000-11-002 | 1 | 7,883.00 | Must be able to read & write | None Required | None Required | None Required | | Municipal Assessor's Office |

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 _____.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AMADOR D. RAFALES
MGADH I/HRMO
Office of the Mayor/ 2nd Flr. New
Municipal Hall, Calbiga, Samar
rafalesamador@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.