

Republic of the Philippines
Municipal Government of Can-avid
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipal Government of Can-avid in the CSC website:

GIL NORMAN P. GERMINO
Municipal Mayor
Date: 13-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Assessment Clerk I	17-A	4	9,116.00	Completion of two (2) years college studies	none	none	Career Service (Sub-Professional) Relevant Eligibility for First Level Position	Computer Literate	Municipal Assessors Office	
2	Ticket Checker	37	3	8,000.00	Completion of secondary school course	none	none	Ticket Checker (Res. 435)	Must know how to Account	Mun. Treas. Office	
3	Ticket Checker	38	3	8,000.00	Completion of secondary school course	none	none	Ticket Checker (Res. 435)	Must know how to Account	Mun. Treas. Office	
4	Ticket Checker	39	3	8,000.00	Completion of secondary school course	none	none	Ticket Checker (Res. 435)	Must know how to Account	Mun. Treas. Office	
5	Engineering Assistant	63	8	11,864.00	Bachelor's in Engineering	none	none	Career Service (Professional)	Must know zoning regulation	Mun. Engrs. Office	
6	Instrument Man	65	5	9,731.00	Completion of two years college studies	none	none	Instrumentman (Res. 435)	Must know zoning regulation	Mun. Engrs. Office	
7	XXXXXXXXXXXXXXXXXXXX										
8											

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 September 4, 2018

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 present position for one (1) year (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:

GIL NORMAN P. GERMINO
Municipal Mayor
Municipal Government of Can-avid
upalcanavid@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
Municipal Government of Can-avid
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of A Municipal Government of Can-avid in the CSC website:

Electronic copy to be submitted to the CSC FO
must be in MS Excel format


GIL NORMAN P. GERMINO
Municipal Mayor

Date: _____


No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Govt.	28	24/1	Php48,312.00	Holder of a college degree preferably in commerce, public administration or law	None	Must have acquired three (3) years experienced in treasury or accounting service.	First grade civil Service eligible or its equivalent	Office of the Municipal Treasurer
2	Dept. Head I								
3	(Municipal Treasurer)								
4									
5									

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

GIL NORMAN P. GERMINO
Municipal Mayor
Municipal Government of Can-avid
upaicanavid@gmail.com

RECEIVED
BY: 
DATE: **SFP 14 2018**
CIVIL SERVICE COMMISSION
EASTERN SANITARIUM DIVISION FIELD OFFICE
8000 PIGQUEMAY

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.