

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

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Catarman in the CSC website:

FRANCISCO C. ROSALES, JR.
(Head of Agency)

Date: July 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant-IV	07-2	22	52,845.00	Bachelor's degree in Commerce/ Busniss Administration Major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Mun. Accounting Office
2	Admin. Aide-VI/Accounting Clerk-III	07-8	6	12,906.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional)		Mun. Accounting Office
3	Admin. Aide-I/Utility Worker	07-7	1	9,459.00	Must be able to read and write	None required	None required	None required		Mun. Accounting Office
4	Social Welfare Officer-1	13-2	11	18,161.00	Bachelor's degree relevant to the job	None required	None required	RA 1080		MSWDO
5	Revenue Collection Clerk-1	05-10	5	12,133.00	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)		Mun. Treasurer's Office
6	Revenue Collection Clerk-1	05-11	5	12,133.00	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)		Mun. Treasurer's Office
7	Tax Mapping Aide	05-16	4	11,407.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required		Mun. Treasurer's Office
8	Tax Mapping Aide	05-17	4	11,407.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required		Mun. Treasurer'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 September 16, 2018.

9	Park Attendant	15-5	2	10,080.00	Must be able to read and write	None required	None required	None required		MENRO
10	Admin. Aide-I/Utility Worker	15-11	1	9,459.00	Must be able to read and write	None required	None required	None required		MENRO
11	Admin. Aide-I/Utility Worker	01-15	1	9,459.00	Must be able to read and write	None required	None required	None required		Mayor's Office
12	Revenue Collection Clerk-1	19-23	5	12,133.00	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)		Office of the Economic Enterprise
13	Admin. Aide-IV/Driver-II	10-9	4	11,407.00	Elementary School Graduate	None required	None required	Driver License (MC 11,s. 96-Cat. II)		Municipal Engineering Office
14	Admin. Aide-IV/Driver-II	10-10	4	11,407.00	Elementary School Graduate	None required	None required	Driver License (MC 11,s. 96-Cat. II)		Municipal Engineering Office
15	Engineer-III	10-13	19	37,889.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Municipal Engineering Office
16	Engineer-II	10-14	16	28,589.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 years of relevant experience	RA 1080		Municipal Engineering Office
17	Engineer-I	10-16	12	19,934.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Municipal Engineering Office
18	Record Officer-1	10-15	10	16,846.00	Bachelor's degree	None required	None required	Career Service (Professional)		Municipal Engineering Office
19	Construction & Maintenance General Foreman	16-9	11	18,161.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required		MDRRMO

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 16, 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:

FRANCISCO C. ROSALES, JR.

Municipal Mayor

LGU-Catarman, Northern Samar

jakesleonard0001@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.