


Electronic copy to be submitted to the CSC
FO must be in

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

To: CIVIL SERVICE COMMISSION (CSC)

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


RODOLFO J. ESPINA, SR.
(Head of Agency)
Date: August 3, 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	Administrative Aide 1 (Utility Worker 1)	9	SG 1/S1	88,284.00	Must be able to read and write	None	None	None	None	LGU Kawayan

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 August 31, 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:

RODOLFO J. ESPINA, SR.
Municipal Mayor
Poblacion, Kawayan, Biliran
tiatuel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.