

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

Republic of the Philippines
Municipality of San Antonio
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 LGU-San Antonio in the CSC website:



HRMO

Date: December 13, 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	Mun.Gov't.Dept.Head (Municipal Treasurer)	17	24	34,825.00	B.S Commerce, Public Adm. Or Law	None required	3 year experience in Treasury or Accounting	Career Service Professional		MTO-San Antonio, N.Samar
2										
3										
4										
5										

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 January 7, 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 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:

CHONA G. NOYNAY

 Municipal Budget Officer/HRMO Designate

 LGU-San Antonio, Northern Samar

noynaychona@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.