


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 (Name of Agency) in the CSC website:


BERNARD JONATHAN M. REMANDABAN
Municipal Mayor

Date: October 30, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	13 Administrative Aides		1	89,832.00	Completion of two (2) years studies in college	Prefarable Computer Literate	None Required	None		Various Office
2	Supervising Administrative Officer (MAA IV)	78	22	475,044.00	Bachelors degree relevant to the job	16 hours of relevant training	3 year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Municipal Accountant
3	Administrative Aide I (Utility Worker I)	16	1	89,832.00	Must be able to read and write	None Required	None Required	None required (MC 11.s.96-Cat.III)		Human Resource Management Office
4	Administrative Aide IV (HRM Aide)	4	4	109,392.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Human Resource Management Office
5	Administrative Officer IV (HRMO III)	67	18	321,240.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Human Resource Management Office
6	Agriculturist II (2)	92 & 93	15	248,088.00	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Agriculture's Office
7	Project Evaluation Officer III	70	18	321,240.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Planning & Dev't Officer

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 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:

(Head of Office/Agency)

(Position Title)

(Complete Office Address)

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.