


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: 15-Oct-19

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	Revenue Collection Clerk III	33	9	13,105.00	Completion of two (2) years college studies	4 hours of relevant Training	one year of experience in revenue collection work	Career Service Sub-Professional Relevant Eligibility for first level position.	computer literate	Office of the Municipal Treasurer Municipal Treasurer
2	Administrative Aide III (Budgeting Aide)	11	4	9,506.00	Completion of two (2) years college	None	None	Career Service Sub-Professional Relevant Eligibility for first level position		Office of the Municipal Budget Municipal Budget

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 October 30, 2019

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
upaicanavid@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

