


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

Republic of the Philippines
(LGU Carigara)
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 Carigara in the CSC website:


CRESCENTE F. PRECIA
HRMO

Date: December 18, 2020

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment		
					Education	Training	Experience			
1	MGDHI (Municipal Civil Registrar)	VI-1	24	72,313.00	Bachelor's Degree	None Required	3 years experience in civil registry work	First grade or its equivalent	Competency (if applicable)	Civil Registrar 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 _____

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:

CRESCENTE F. PRECIA
MGDHI I (Chief Administrative Officer)
EDUARDO MAKABENTA JR. ST. PONONG, CARIGARA, LEYTE
crescenteprecia@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.