

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

CS Form No. 9
Revised 2018

Republic of the Philippines
MUNICIPALITY OF JAVIER

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 MUNICIPALITY OF JAVIER in the CSC website:
LELIS S. OBIDOS
HRMO II

Date: 07-Dec-21

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide III (Driver I)	94	3	10,179.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s.96-Cat.II)		Office of the Mun. Mayor

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 December 24, 2021.

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:

LELIS S. OBIDOS
HRMO II
Poblacion Zone 1, Javier Leyte
lgjavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.