

Republic of the Philippines
MANUEL VELAZA, LETTE
 Mayor of Municipality of General Services

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

The CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **MUNICIPALITY OF GENERAL SERVICES** in the CSC-wide.

MANUEL L. RODRIGOS JR.
 Mayor of Municipality of General Services

Date:

August 2, 2022

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	Heavy Equipment Operator-I	040	4/2	11,809.00	High School Graduate or completion of relevant vocational trade course	None Required	None Required	Heavy Equipment Operator (MC 11 & 9B-Cat I)	N/A	General Services Office	
2	Administrative Aide-III (Jobby/Worker-II)	011	3/1	10,858.00	Must be able to read and write	None Required	None Required	None Required (MC 11 & 9B-Cat III)	N/A	Office of the Municipal Mayor	

Interested and qualified applicants should sign/initial their names in writing. Attach the following documents to the application letter and send to the address below not later than August 16, 2022:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 214, Revised 2017) which can be downloaded at www.csc.gov.ph
 2. Photocopy of valid identification card
 3. Photocopy of latest pay certificate, and
 4. Photocopy of Transcript of Records
- *This office may enclose all interested and qualified applicants and promote equal employment opportunity to all men and women of all races or colors without discrimination regardless of age, gender, civil status, religion, sex, disability (PWD), height, ethnicity, political affiliation to include members of the indigenous organizations and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are allowed to sign/initial or send through courier/mail their applicant to:

ENOR C. VELAZO
 Municipal Mayor
 LGU - LUBA, LETTE
 09458833333@philippines.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.