

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CALBIGA
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 LOCAL GOVERNMENT UNIT OF CALBIGA in the CSC website:


AMADOR D. RAFALES
MGADH I/HRMO

Date: January 10, 2019

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	Municipal Cooperatives Officer	8000-2-001	24	54,974.00	Bachelor's Degree	Twenty Four (24) Hours of relevant Training in Management and Supervision	Three (3) years relevant experience in Cooperatives Organization, Manag ement and Supervision	Career Service (Professional)/S econd Level Eligibility	With excellent leadership, management and supervisory skills;	Municipal Economic Enterprise Office
2	Municipal Assessor	1000-11-001	24	54,974.00	Bachelor's Degree preferably in Real Property Management or other related course	None Required	Three (3) years relevant experience in real property assessment work, Management and Supervision	RA 1080	With excellent leadership, management and supervisory skills;	Municipal Assessor's Office
3	Local Assessment Operations Officer I	1000-11-003	11	15,134.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/S econd Level Eligibility		Municipal Assessor's Office
4	Administrative Aide I (Utility Worker I)	8000-2-003	1	7,883.00	Must be able to read and write	None Required	None Required	None Required		Municipal Economic Enterprise 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 January 28, 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 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:

AMADOR D. RAFALES
MGADH I/HRMO
Office of the Mayor/ 2nd Flr. New Municipal
Hall, Calbiga, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.