


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 15, 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	A holder of College Degree preferably in business administration or any related course	With special training in cooperatives	Three (3) years relevant experience in Cooperatives Organization, Managem ent and Supervision	First Grade Civil Service Eligible or its equivalent	With excellent leadership, management and supervisory skills;	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 February 1, 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](http://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.