

Republic of the Philippines
MUNICIPAL GOVERNMENT OF CAN-AVID
Request for Publication of Vacant Positions

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

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the _____ (Name of _____) Municipal Government of Can-avid in the CSC Wel

ELVIRA C. GRATA
HRMO
Date: 26-Nov-18

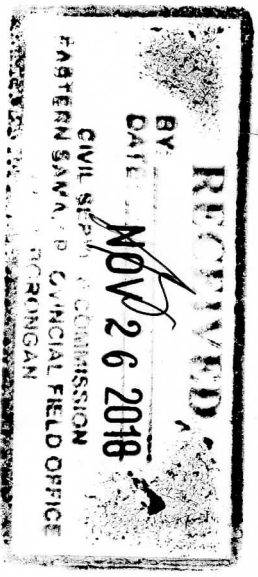
No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide I	57	1	7,883.00	Completion of Elementary school	None	None Required	None	Office of the Local Disaster
2	(Utility Worker 1)				or must know how read, write and account and be able to interpret				Risk Reduction and Management
3					verbal or written instruction of normal complexity.				
4									
5									

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 17, 2018.

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:

ELVIRA C. GRATA
HRMOFFICER V
Municipal Government of Can-avid
elviragrata@yahoo.com.ph



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.