

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Catarman in the CSC website:

FRANCISCO S. ROSALES, JR.
(Head of Agency)
Date: September 4, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MGDH-1/DPOSA	18-0	24	65,969.00	Bachelor's degree	24 hours of training in magement and supervision	4 years in position/s involving manage- ment and supervision	Career Service (Professional) Second Level Eligibility		Maintenance of Public Order and Safety Office
2	MGDH-1/HRMO-V	16-0	24	65,969.00	Bachelor's degree	24 hours of training in magement and supervision	4 years in position/s involving manage- ment and supervision	Career Service (Professional) Second Level Eligibility		Human Resource Management and Development Office
3	Admin. Aide-I/Utility Worker	15-18	1	9,459.00	Must be able to read and write	None required	None required	None required		MENRO
4	Admin. Aide-VI/Labor Foreman	16-5	6	12,906.00	High School Graduate	None required	None required	None required		Office of the MDRRMO
5	Cemetery Caretaker	19-42	2	10,080.00	Must be able to read and write	None required	None required	None required		Office of the Economic Enterprise
6	Agriculturist-II	14-4	15	26,109.00	Bachelor's degree relevant to the job	4 hours of rele- vant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Agriculture and Extension Serv. Office
7	Agriculturist-II	14-5	15	26,109.00	Bachelor's degree relevant to the job	4 hours of rele- vant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Agriculture and Extension Serv. 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 September 16, 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 present position for one (1) year (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:


FRANCISCO ROSALES, JR.

Municipal Mayor

LGU-Catarman, Northern Samar

jakesleonard0001@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.