

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 C. ROSALES, JR.  
(Head of Agency)  
Date: September 26, 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	Admin. Aide-I/Utility Worker	05-15	1	9,459.00	Must be able to read and write	None required	None required	None required		Municipal Treasurer's Office
2	Admin. Aide-I/Utility Worker	15-16	1	9,459.00	Must be able to read and write	None required	None required	None required		MENRO
3	Community Affairs Assistant	16-3	5	12,133.00	Completion of two years studies in college	None required	None required	Career Service (SubProfessional)		MDRRMO

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 October 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](http://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 C. ROSALES, JR.

Municipal Mayor

LGU-Catarman, Northern Samar

[jakesleonard0001@yahoo.com](mailto:jakesleonard0001@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.