

Republic of the Philippines
MUNICIPALITY OF CULABA
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MUNICIPALITY OF CULABA in the CSC website:

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

RECEIVED
04 JAN 2019 @ 10 55 AM

JONABEL C. DILLOY

Administrative Officer IV

Date: Jan. 4, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant II (Data Controller II)	6	8	11,397.00	Completion of 2 years college studies or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 year of relevant experience	CS Subprofessional	Culaba, Biliran
2	Mun. Government Department Head (Mun Assessor)	46	24	51,309.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related field	None Required	3 years experience in real property assessment work or in any	RA 1080	LGU-Culaba

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 21, 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 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:

JONABEL C. DILLOY

Administrative Officer IV

Poblacion Culaba, Biliran

diloyjonabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.