

Republic of the Philippines
Municipality of Guiuan
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government of Guiuan in the CSC website:


HON. CHRISTOPHER SHEEN P. GONZALES

Municipal Mayor

Date: May 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	151	15	24,659.00	Bachelor relevant to the position	Four (4) hours of relevant training	One year of relevant experience	CS Professional (2nd level position)		MAYOR'S OFFICE
2	Meat Inspector I	49	6	12,189.00	Completion of 2 yrs. In college	none required	none required	CS Sub-professional (1st level position)		OEDMS
3	Administrative Aide III (Clerk I)	109	3	10,127.00	Completion of 2 yrs. In college	none required	none required	CS (Sub-professional) 1st Level position		GITT
4	Registration Officer I	90	10	15,910.00	Bachelor's degree from recognize college or university	none required	none required	CS Professional (2nd Level position)		LCR
5	Midwife II	63	11	20,179.00	Completion of Midwifery	Four (4) hours of relevant training	One (1) year of relevant experience	R.A. 1080 (Midwifery)		RHU

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 _____.

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:


HON. CHRISTOPHER SHEEN P. GONZALES

Municipal Mayor
LGU- Guiuan

sheen.gonzales@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.