

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

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

To: CIVIL SERVICE COMMISSION (CSC)

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

RODOLFO J. ESPINA, SR
(Head of Agency)
Date: July 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	Administrative Aide IV (Communication Equipment Operator I)	7	SG4/S2	107,340.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Appropriate License (MC 11, s.96-Cat II)		LGU Kawayan
2	Revenue Collection Clerk I	4	SG5/S1	110,688.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		LGU Kawayan

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 August 1, 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:

RODOLFO J. ESPINA, SR.
Municipal Mayor
LGU Kawayan/Poblacion, Kawayan, Biliran
tiatuel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.