CS Form No. 9
Series of 2017

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

Republic of the Philippines
LGU BABATNGON
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:

MARIA FE GALAPON RONDINA
(Head of Agency)

Date: August 12, 2020

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	Clerk III	38	6	11,135.00	Completion of Two Years in College	none required	none required	Career Service (Sub-Professional)		MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
2	Social Welfare Assistant	49	8	12,569.00	Completion of Two Years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)		MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT 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 December 21, 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:

MARIA FE GALAPON RONDINA
Municipal Mayor
Municipal Compound