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must be in MS Excel format

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

TO: CIVIL SERVICE COMMISSION (CSC)

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

MA. ROSARIO C. AVESTRUZ
Municipal Mayor
Date: _____

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	Mun. Gov't. Dep't Head I (Municipal Social Welfare and Development Officer)	2007-07	24	750,660.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	3 years experience in the practice of social work	First grade or its equivalent	None	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 July 29, 2020.

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:

MA. ROSARIO C. AVESTRUZ
Municipal Mayor
LGU-Barugo
lgubarugo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.