

Republic of the Philippines
Municipal Government of Can-avid
Request for Publication of Vacant Positions

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

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Name of Agency) in the CSC website: Municipal Government of Can-avid in the CSC website.

GIL NORMAN P. GERMINO
Municipal Mayor

Date: 20-May-19

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Work
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Farm Worker I	22	2	8,400.00	Completion of elementary school course or must know to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	None	None		Office of the Municipal Agriculturist
Farm Worker I	23	2	8,400.00	Completion of elementary school course or must know to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	None	None		Office of the Municipal Agriculturist
Administrative IV (Accounting Clerk I)	26	4	9,506.00	Completion of two years college studies including or supplemented by 12 units in Accounting	None	None	Career Service (Subprofessional) Relevant Eligibility for First Level Position		Office of the Municipal Accountant
Market Supervisor I	30	10	14,039.00	A holder of a college degree preferably in commerce, public administration or law from a recognize college or university	None	1 year experience which must have demonstrated knowledge in all aspects of market operation or other related work	Career Service (Professional) Relevant Eligibility for Second Level position		Office of the Municipal Treasurer's
Watchman I	71	2	8,400.00	Completion of secondary course with relevant training	None	None	Security Guard (Res. 435)		Office of the Municipal Environment Natural Resources (MENRO)

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 June 6, 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 last rating period (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:

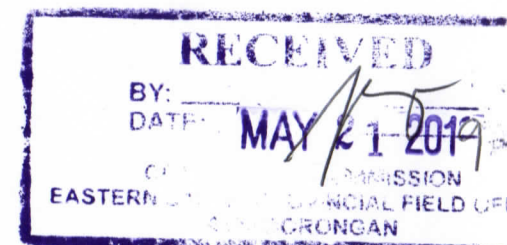
ELVIRA C. GRATA

HRM Officer V

Municipal Government of Can-avid

elvragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Tourism Operation Assistant	76	7	11,441.00	Completion of two (2) years college studies.	None	None	Career Service Sub-Prof./ Relevant eligibility for first level position.		Office of the Municipal Tourism
2	Environmental Management Specialist I	69	11	15,150.66	Bachelor's degree relevant to the Job	None	1 year experience in research/studies relative to environmental and natural resources, plans, programs, projects or other related work.	Career service professional Relevant eligibility for second level		Office of the Municipal

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