

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipal Government of Can-avid in the CSC website:

Date:

18-Aug-20

GIL NORMAN P. GERMINO
Municipal Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of
					Education	Training	Experience	Eligibility	
1	Labor General Foreman	95	8	12,569.00	Completion of Secondary School Course	None	Two (2) years of experience in supervising a group of laborers performing a variety of manual tasks.	Construction Maintenance Man (MC 10)	Office of the Municipal Engineer and Resources.
2	Administrative Aide III (Utility Worker II)	4	3	9,350.00	Completion of Elementary School Course or must know how to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	Six (6) months of experience in manual work	None	Office of the Municipal Engineer and Resources.

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 September 8, 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:

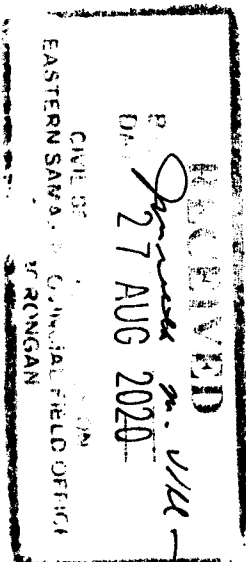
GIL NORMAN P. GERMINO

Municipal Mayor

Municipal Government of Can-avid

upalcanavid@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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					Education	Training	Experience	Eligibility		
1	Administrative Aide III (Utility Worker II)	107, 108, 109, 110	3	9,350.00	Completion of Elementary School Course of must know how to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	Six (6) months of experience in manual work	None		Office of the General
2	Administrative Aide III (Utility Worker II)	93	3	9,350.00	Completion of Elementary School Course or must know how to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	Six (6) months of experience in manual work	None		Office of the Municipal and Development

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