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

3/2/2020

Date:

Republic of the Philippines LOCAL GOVERNMENT UNIT OF CAPUL Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position, which are authorized to be filled, at the Local Government Unit of Capul, in the CSC website:
PETRONILLO C. CABACANG
Administrative Officer IV (HRMO II)

Position Title Salary/ **Qualification Standards** (Parenthetical Plantilia Job/ Monthly No. Title, if **Place of Assignment** Item No. Pay Salary Competency Education **Training** Experience Eligibility applicable) Grade (if applicable) 4 hours of relevant 1 year of relevant Local Revenue Career Service (Professional) Municipal Treasury Office 1 Collection Officer II training experience 1091-40 Second Level Eligibility SG15 19,902.60 Bachelor's Degree N/A 2 3 4 5

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 March 17, 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 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:

PETRONILO C. CABACANG Admnistrative Officer IV (HRMO II) LGU Capul, Northern Samar pattcabacang66@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.