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must be in MS Excel format

Republic of the Philippines
LGU-Catarman
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Catarman in the CSC website:



JOEL D. AROGANTE
MGDH-1/HRMO-V

Date: January 28, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency applicable (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant-III/Bookbinder-III	01-6	7	14,164.00	Elementary School Graduate	None required	None required	None required	Flixibility Skills(B), Service Delivery(B), Interpersonal Skills(B), Achievement Orientation(B), Attention to Detail(B), Professionalism(B).	Mayor's Office
2	Electronics and Communications Equipment Technician-1	17-3B	6	13,362.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Flixibility Skills(B), Service Delivery(B), Interpersonal Skills(B), Achievement Orientation(B), Attention to Detail(B), Professionalism(B).	MHRMDO

Interested and qualified applicants (regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status) should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 13, 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:

JOEL D. AROGANTE
MGDH-1/HRMO-V
LGU-Catarman
jldelorino2020@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.