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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: July 1, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head-1/Licensing Officer V	19-1	24	75,065.00	Masteral Degree	40 hours of technical training, 80 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional)		Municipal Business Permit and Licensing Office
2	Municipal Government Assistant Department Head-1/Budget Officer IV	08-2	22	58,787.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		Municipal Budget Office
3	Midwife III	12-12	13	22,709.00	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		Municipal Health Office
4	Tax Mapping Aide	19-9	4	11,893.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required		Municipal Business Permit and Licensing Office
5	Tax Mapping Aide	19-10	4	11,893.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required		Municipal Business Permit and Licensing Office
6	Audio Visual Equipment Operator-I	02-10	3	11,219.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required		Office of the Municipal Vice Mayor
7	Audio Visual Equipment Operator-I	02-11	3	11,219.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required		Office of the Municipal Vice Mayor
8	Administrative Aide I/Utility Worker	02-12	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Vice Mayor
9	Administrative Aide I/Utility Worker	02-13	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Vice Mayor
10	Administrative Aide I/Utility Worker	02-14	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Vice Mayor

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 **July 16, 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
jdolorino2020@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.