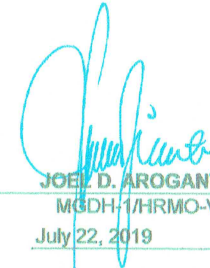


Electronic copy to be submitted to the
CSC FO
must be in MS Excel format

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
MCDH-1/HRMO-V
Date: July 22, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Budget Officer-V	08-1	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)		Mun. Budget Office
2	Municipal Assessor	06-1	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	RA 1080		Office of the Mun. Assessor
3	Municipal Agriculturist	14-1	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	RA 1080		Office of the Mun. Agriculturist
4	Mun. Government Assistant Department Head-1	17-2	22	58,787.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		Mun. Human Resource Mngt. And Development Office
5	Mun. Government Assistant Department Head-1	11-2	22	58,787.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		Mun. Civil Registrar
6	Bookbinder-IV/Admin. Asst.-IV	10-15	10	17,310.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required		Mun. Engineering
7	Administrative Aide-III/Clerk-1	07-5	3	11,219.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)		Office of the Mun. Accountant
8	Administrative Assistant-II/ Bookkeeper	07-4	8	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		Office of the Mun. Accountant
9	Administrative Aide-VI/ Acctng. Clerk-II	07-8	6	13,362.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)		Office of the Mun. Accountant

10	Tax Mapping Aide	05-11	5	12,606.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required		Office of the Mun. Treasurer
11	Administrative Aide-1/Utility Worker	05-19	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Mun. Treasurer
12	Administrative Aide-1/Utility Worker	04-5	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Secretary to the SB
13	Administrative Aide-1/Utility Worker	04-6	1	9,961.00	Must be able to read and write	None required	None required	None required		Office of the Secretary to the SB

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 **August 8, 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:

JOEL D. AROGANTE

MGDH-1/HRMO-V

LGU-Catarman

jakesleonard0001@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.