


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: November 7, 2019

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	Computer Operator-1	06-13	7	14,164.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (subprofessional) Data Encoder	Achievement Orientation (B) Attention to Detail (B) Professionalism (B) Service Delivery (B) Interpersonal Skills (B) Computer Skills (B) Communication (B) Records Management (B)	Office of the Municipal Assessor

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 November 22, 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