

Republic of the Philippines
MUNICIPALITY OF CULABA
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of MUNICIPALITY OF CULABA in the CSC website:


JONABEL C. DILOY

Administrative Officer IV

Date: February 18, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Administrative Assistant III (Private Secretary)	2	15	20,307.00	Completion of 2 years college studies	None Required	None Required	None Required		Culaba, Biliran
2	Administrative Aide 1 (Utility Worker 1)	48	1	7,357.00	Must be able to read and write	None Required	None Required	None Required		LGU-Culaba

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 4, 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 present position for one (1) year (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:


JONABEL C. DILOY

Administrative Officer IV

Poblacion, Culaba, Biliran

diloyjonabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.