


Republic of the Philippines  
Municipality of Guiuan  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government of Guiuan in the CSC website:

  
**HON. ANNALIZA P. GONZALES-KWAN**  
Municipal Mayor

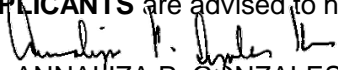
Date:

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	Adm. Aide I (Utility Worker I)	64	1	9,408.00	Completion of two years in college	None required	None required	None required		OEEDMS
2	Adm. Aide I (Utility Worker I)	67	1	9,408.00	Completion of two years in college	None required	None required	None required		OEEDMS
3	Adm. Aide I (Utility Worker I)	66	1	9,408.00	Completion of two years in college	None required	None required	None required		MDRRMO

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 \_\_\_\_\_.

- 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](http://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:

  
**HON. ANNALIZA P. GONZALES-KWAN**  
Municipal Mayor  
Guimbaolibot St. Brgy. 9-A Guiuan E. Sama