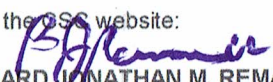


Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - Tabango in the CSC website:


BERNARD JONATHAN M. REMANDABAN
MUNICIPAL MAYOR

Date: _____

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	Local Revenue Collection Officer II	87	15	20,674.00	Bachelors Degree	4 hours of relevant training	1 year relevant Experience	Career Service (Professional) Second level Eligibility		Office of the Municipal Treasurer
2	Administrative Aide I	14	1	7,486.00	Completion of two (2)years studies in college	Prefarable computer literate	None Required	None Required		Mayor's Office
3	Administrative Officer V (HRMO III)	67	18	26,770.00	Bachelors Degree	8hours of relevant training	2 years relevant Experience	Career Service (Professional) Second level Eligibility		Human Resource Management Office
4	Administrative Aide IV (HRM Aide)	4	4	9,116.00	Completion of two (2)years studies in college	Prefarable computer literate	None Required	Career Service Sub-Prof 1st level Eligibility		Human Resource Management Office

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;
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:

CATHERINE R. ABADINES

MGDH (Municipal Budget Officer I /HRMO- Designate

Local Government Unit of Tabango

mhari73@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.