

Republic of the Philippines
(LGU Carigara)
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

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


JOCelyn M. INGRATO

Administrative Office I (OIC-HRMO)

Date: January 29, 2021

No	Position Title (Parentetical 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	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	V-6	3	11,066.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		MPD Office
2	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	V-7	3	11,066.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		MPD Office
3	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	V-8	3	11,066.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		MPD Office
4	ADMINISTRATIVE AIDE III (LABORER II)	XIV-9	3	11,066.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		Municipal Engineering Office
5	ADMINISTRATIVE AIDE III (LABORER II)	XIV-10	3	11,066.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		Municipal Engineering Office
6	DAY CARE WORKER I	XII-6	6	12,620.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat.III)		MSWD 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:

JOCELYN M. INGRATO

Administrative Officer I (OIC-HRMO)

EDUARDO MAMABETA JR. ST. POYONG, CARIGARA, LEYTE

jocelyningrato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.