

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: January 28, 2021

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 applicable (if applicable)	
1	Electronics and Communication Equipment Technician-1	07-5	6	13,972.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	1. Computer Skills 2. Service Delivery	Office of the Municipal Accountant
2	Reproduction Machine Operator-1	07-8	2	11,048.00	Elementary School Graduate	None required	None required	None required	1. Records Management	Office of the Municipal Accountant
3	Accountant-IV	07-2	22	60,180.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080	1. Maintaining PFM Understanding 2. Applying Internal Control Function 3. Fiscal Planning & Budget Allocation 4. Organizational & Procurement Planning	Office of the Municipal Accountant
4	Admin. Assistant-II/Bookkeeper	07-4	8	15,755.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	1. Achievement Orientation 2. Attention to detail 3. Records Management	Office of the Municipal Accountant

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 **February 13, 2021**

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

jldelorino2020@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.