



Republic of the Philippines
MUNICIPALITY OF DARAM
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-DARAM** in the CSC website:


JOEMAR A. CAFRANCA
HRMO

Date: March 30, 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 (if applicable)	
1	Tourism Operations Officer II	311-13	SG 15	25,642.00	Bachelor's Degree in tourism, business, law economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism awareness and capability building seminar for LGUs, seminar on DRRM, basic tourism statistics training (BTST), local tourism guidebook orientation and; seminar on gender and development orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career service (professional)/second level eligibility		Mayor's office
					xxx	NOTHING FOLLOWS	xxx			

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 April 15, 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:


JOEMAR A. CAFRANCA
HRMO-DESIGNATE
LGU-DARAM, POB. 01, DARAM, SAMAR
joemarcafranca@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.