

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

Republic of the Philippines
MUNICIPALITY OF JAVIER
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 MUNICIPALITY OF JAVIER in the CSC website:

Lejis S. Obidos
LELIS S. OBIDOS
HRMO

Date: JAN. 18, 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	Admin. Aide VI (Clerk III)	48	6	12, 150.00	Completion of two years studies in college	None required	None required	Career-Service (Sub-Professional)		Office of the Mun. Civil Registrar
								First Level Eligibility		

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

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:

LELIS S. OBIDOS

HRMO

Poblacion Zone 1, Javier Leyte

lgujavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.