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CSC FO must be in MS Excel format

CS Form No. 9
Revised 2018

Republic of the Philippines
MUNICIPALITY OF JIABONG, Jiabong, Samar
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-Jiabong in  the CSC website:

HONORATO A. LABRAGUE III
HRMO

Date: 08-Jan-21

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Sala ry/ Job/ Pay Grad e	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competen cy (if applicab le)	
1	Administrative Aide I (Utility Worker I)	1011-10	1	P 6,987.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)	1070-04	1	P 6,987.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Municipal Budget Office
3	Administrative Aide I (Utility Worker I)	1090-11	1	P 6,987.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Municipal Treasurer Office

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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 January 25 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:

Hon. Julie Uy-Cereno
Municipal Mayor
LGU- Jiabong, Samar
jiabonglu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.