

By/Date: JUL 12 2018

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
CALABARZON Region

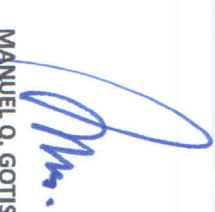
Electronic copy to be submitted to the CSC FO
Excel format

must be in MS

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DILG CALABARZON Region


MANUEL Q. GOTIS, CESO III
 for Regiona Director
 Date: _____ 7/11/2018

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
9	Administrative Aide IV	OSEC-DILGB-ADAA-23-2014 OSEC-DILGB-ADAA-24-2014 OSEC-DILGB-ADAA-108-2010 OSEC-DILGB-ADAA-113-2010 OSEC-DILGB-ADAA-114-2010 OSEC-DILGB-ADAA-136-2005 OSEC-DILGB-ADAA-137-2005 OSEC-DILGB-ADAA-140-2005 OSEC-DILGB-ADAA-110-2010	4	12,674.00	Completion of 2-year studies in college	None Required	None Required	None Required	Career Service Sub-Professional	Core Competencies: - Commitment to Ethical Service and Good Governance - Customer Focus - Ensuring Excellent Results - Organizational Sensitivity Functional Competencies - Critical and Analytical Thinking - Collaboration/Working with Others - Process Orientation - Information/Data/Records Management	Batangas, Cavite, Rizal, Quezon, Lucena City, Regional 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 July 23, 2018.

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 present position for one (1) year (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:

MANUEL Q. GOTIS, CESO III/DILG CALABARZON

Regional Director
3/F Andenson Building 1, National Highway Brgy. Parian,
City of Calamba, Laguna
dlg4a.recruitment@gmail.com

This office highly encourage all interested and qualified applicants including persons with disability (PWD), members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSCFO-RIZAL
RECEIVED
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