

Republic of the Philippines
MUNICIPALITY OF JALAJALA
Province of Rizal
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipality of Jalajala in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency	Place of Assignment
1	Administrative Assistant II	26	SG8-1	11,864.00	Completion of Two years studies in college	Four(4) hours of relevant training	One (1) year of relevant Experience	Career Service Sub Prof.		Municipal Accounting Office
1	Administrative Assistant II	71	SG8-1	138,312.00	Completion of Two years studies in college	Four(4) hours of relevant training	One (1) year of relevant Experience	Career Service Sub Prof.		Office of the Mayor
1	Revenue Collection Clerk I	27	SG5-1	9,731.00	Completion of Two Years in College	None required	none required	Career Service Sub Prof.		Municipal Treasurer Office

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

HON. ELIONOR I. PILLAS
Municipal Mayor
Barangay First District, Jalajala, Rizal
rival_jalajala@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date:

HON. ELIONOR I. PILLAS
(Head of Agency)

By/Date: JUN 25 2018

