

Republic of the Philippines
Municipal Government of Taytay
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 Municipal Government of Taytay, Rizal in the CSC website:

Hon. GEORGE RICARDO R. GACULA II

Municipal Mayor

Date: July 30, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I (Bookbinder III)	Item No. 4, Pg. 19	7	13,729.00	Elementary school graduate	None required	None required	None required		Budget Office
2										
3										
4										

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 30, 2019.

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.

(Note: Interested and qualified applicants regardless of gender, disability, civil status, ethnicity, religion, etc. may apply.)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LORE JEAN PITULAR ARAULLO

Municipal Government Department Head - HRMO

Don Hilario Cruz Ave. Club Manila East Compd.

hrmo_lgutaytay@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.