

Republic of the Philippines
(Name of Agency)
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 Padre Garcia) in the CSC website:



HON. MICHAEL ANGELO C. RIVERA
(Head of Agency)

Date: 3-Jan-18

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	AGRICULTURAL TECHNICIAN	5	SG 8/1	13,445.00	completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Sub Professional		OFFICE OF THE MUNICIPAL AGRICULTURIST
2	CLERK II	6	SG 4/1	10,332.00	completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Sub Professional		OFFICE OF THE MUNICIPAL AGRICULTURIST
3	ADMIN AIDE I (UTILITY WORKER I-B)	6	SG 1/1	8,484.00	must be able to read and write	None required	None required	None required		OFFICE OF THE MPDC
4	RECORDS OFFICER II	13	SG 14/1	21,497.00	Bachelors degree	1 year of relevant experience	4 hours of relevant training	Sub Professional		OFFICE OF THE SANGGUNIANG BAYAN
5	ADMIN AIDE III Utility worker II(A)	9	SG 3/1	9,679.00	must be able to read and write	None required	None required	None required		OFFICE OF THE MUNICIPAL ADMINISTRATOR
6	PLUMBER I	9	SG3/1	9,679.00	elementary school graduate	None required	None required	Pipefitter or Plumber (MC 11,5 96- Cat -I)		OEEDM
7	WATERPUMP OPERATOR	4	SG4/1	10,332.00	High school graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 11,5 96- Cat -III)		OEEDM
8	CLERK II	7	SG4/1	10,332.00	completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Sub Professional		DSWD

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 _____

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:

HON. MICHAEL ANGELO C. RIVERA
Municipal Mayor
Poblacion, Padre Garcia, Batangas 4224
hrpadregarcia@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.