

Republic of the Philippines
MUNICIPALITY OF TAAL, BATANGAS
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 Taal, Batangas in the CSC website:

HON. FULGENCIO I. MERCADO

Municipal Mayor

Date: January 10, 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	Municipal Government Department Head (Municipal Treasurer)	1	24	51,533.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years experience in Treasury or Accounting Office	First Grade or its equivalent		Office of the Municipal Treasurer

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:

Leana Editha M. Abuan
Administrative Officer V (HRMO)
Calle JW Diokno, Poblacion 7, Taal, Batangas
personnel@taal.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Administrative Assistant II (Barangay Bookkeeper)	6	8	12,654.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Office of the Municipal Accountant

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