


Republic of the Philippines
Province of Batangas
MUNICIPALITY OF CALACA

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 Calaca in the CSC website:



SOFRONIO MANUJEL C. ONA
Municipal Mayor

Date: **January 9, 2018**
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Local Revenue Collection Officer III	2	SG - 18	411,324.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Position	N/A	Office of the Municipal Treasurer
2	Project Development Officer III	2	SG - 18	411,324.00	Bachelor's Degree relevant to the job.	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Position	N/A	Office of the Municipal Engineer
3	Administrative Assistant II	2	SG - 8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Position	N/A	Secretary to the Sangguniang Bayan
4	Administrative Aide II	5	SG - 2	120,960.00	Elementary School Graduate	NONE required	NONE required	NONE required (MC 11, s. 96-Cat III)	N/A	Office of the Municipal Civil Registrar
XXX	XXXXX	XXX	XXX	XXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

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 January 19, 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/training/license; and
4. Photocopy of Transcript of Records.

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

MA. KRISTINA M. DE LOS REYES
Mun. Civil Reg./Co-current HRMO V
HRMO, Municipality of Calaca
hrmo.calaca@yahoo.com