

Republic of the Philippines
MUNICIPALITY OF PUERTO GALERA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-PUERTO GALERA in the CSC website:

Rockey D. Ilagan
(Head of Agency)

Date: January 8, 2018

NO.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Agriculturist II	113	15	P 282,876.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year relevant experience	Relevant RA 1080		Agriculture's Office
2	Admin Aide III (Clerk I)	23	3	P 117,540.00	Completion of two years studies in College	none required	none required	Career Service(Sub-Professional)		Mayor's Office
3	Admin. Aide III (Driver I)	22	3	P 117,540.00	Elementary School Graduate	none required	none required	Career Service(Sub-Professional)		Mayor's Office

Interested and qualified should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 31, 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/rating/license, and
4. Photocopy of transcript of records

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

Rockey D. Ilagan

Municipal Mayor

LGU- Puerto Galera Oriental Mindoro

mayorpuertogalera@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED