



Republic of the Philippines
Province of Quezon
MUNICIPALITY OF SARIAYA

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HUMAN RESOURCE MANAGEMENT OFFICE

January 5, 2018

Dir. JACINTO C. MATEO, III
Director II
CSC Provincial Field Office
Provincial Capitol Compound
Barangay 10, Lucena City

Dear Director Mateo:

In compliance with RA 7041 and CSC MC #27, series of 1991, may I request the publication of the following:

REGION IV: Municipal Government of Sariaya, Quezon: **MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR** - One (1) Municipal Planning and Development Coordinator, Office on Planning and Development; **Item No. 097, SG-24**; Educational Requirement: Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course; Experience: Three (3) years in development planning or in any related field; Training: None Required; Eligibility: RA 1080 (Environmental Planner).

REGION IV: Municipal Government of Sariaya, Quezon: **CLERK I** - One (1) Clerk I, Office of the Municipal Assessor; **Item No. 196, SG-3**; Educational Requirement: Completion of Two Years Studies in College; Experience: None required; Training: None required; Eligibility: Career Service (Subprofessional) First Level Eligibility.

REGION IV: Municipal Government of Sariaya, Quezon: **ASSESSMENT CLERK III** - One (1) Assessment Clerk III, Office of the Municipal Assessor; **Item No. 192, SG-9**; Educational Requirement: Completion of Two Years Studies in College; Experience: One year of relevant experience; Training: Four Hours of relevant training; Eligibility: Career Service (Subprofessional) First Level Eligibility.

REGION IV: Municipal Government of Sariaya, Quezon: **COMMUNICATIONS EQUIPMENT OPERATOR III** - One (1) Communications Equipment Operator III, Office on General Services; **Item No. 081, SG-9**; Educational Requirement: Completion of two years studies in collage or High School Graduate with relevant vocational/trade course; Experience: One (1) year of relevant experience; Training: Four (4) hours of relevant training; Eligibility: Appropriate License (MC 11, s. 96-Cat II).

REGION IV: Municipal Government of Sariaya, Quezon: **PLUMBER I** - One (1) Plumber I, Office for Economic Enterprises Development & Management-Sariaya Waterworks System; **Item No. 012, SG-3**; Educational Requirement: Elementary School Graduate; Experience: None required; Training: None required; Eligibility: Pipefitter or Plumber (MC 11, s. 96-Cat II).

REGION IV: Municipal Government of Sariaya, Quezon: **REVENUE COLLECTION CLERK II** - Two (2) Revenue Collection Clerk II, Office of the Municipal Treasurer; **Item Nos. 212 and 213, SG-7**; Educational Requirement: Completion of two years studies in college; Experience: None required; Training: None required; Eligibility: Career Service (Subprofessional) First Level Eligibility).

REGION IV: Municipal Government of Sariaya, Quezon: **DAY CARE WORKER I** - One (1) Day Care Worker I, Office of the Social Welfare and Development Services; **Item No. 130, SG-6**; Educational Requirement: High School Graduate; Experience: None required; Training: None required; Eligibility: None required (MC 11, s. 96-Cat. III).

Thank you and hope this request merit your favorable attention.

Very Truly Yours,

REYMUNDO D. RAZON
HRMO V