

**Republic of the Philippines
Municipality of Sto. Tomas, 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 Sto. Tomas in the CSC website:

EDNA P. SANCHEZ

Municipal Mayor

Date: 1/11/2018

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	Nursing Attendant I	17,87,88,89,90	4	11,407.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
2	Administrative Aide III (Driver I)	19,20,196,197	3	10,723.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
3	Traffic Operations Officer I	60	11	18,161.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ 2nd Level Eligibility	N/A	LGU- Sto. Tomas
4	Administrative Aide I (Utility Worker I)	70,71,72,73,74,75,76,77,78,94,95,96,97,98,99,485,486	1	9,459.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas

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 _____.

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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:

EDNA P. SANCHEZ

Municipal Mayor

Municipality of Sto. Tomas, Poblacion 1, Sto. Tomas, Batangas

hrmo_stotomas@yahoo.com

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5	Administrative Aide IV (Communications Equipment Operator I)	85,86	4	11,407.00	Completion of two years studies in college or high school graduate with relevant vocational/ trade course	None Required	None Required	Communications Equipment Operator per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
6	Administrative Aide I (Crafts and Trades Helper)	103	1	9,459.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
7	Administrative Officer II	184	15	26,109.00	Bachelor's Degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/ 2nd Level Eligibility	N/A	LGU- Sto. Tomas
8	Administrative Officer I	186	11	18,161.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ 2nd Level Eligibility	N/A	LGU- Sto. Tomas

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9	Administrative Aide IV (Bookbinder II)	192,193	4	11,407.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
10	Administrative Officer I (Supply Officer I)	243	10	16,846.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ 2nd Level Eligibility	N/A	LGU- Sto. Tomas
11	Carpenter Foreman	247,503	8	14,654.00	High School Graduate or Completion of relevant vocational/ trade course	Four hours of relevant training	One year of relevant experience	Carpenter per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
12	Electrician II	251	6	12,906.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Electrician per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas

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13	Warehouseman I	253	6	12,906.00	Completion of two years studies in college	None Required	None Required	Career Service (SubProfessional)/ 1st Level Eligibility	N/A	LGU- Sto. Tomas
14	Carpenter II	254	5	12,133.00	Elementary School Graduate	None Required	None Required	Carpenter per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
15	Welder I	266	4	11,407.00	Elementary School Graduate	None Required	None Required	Welder per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
16	Carpenter I	278	3	10,723.00	Elementary School Graduate	None Required	None Required	Carpenter per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas

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17	Painter I	280	3	10,723.00	Elementary School Graduate	None Required	None Required	Painter per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
18	Laborer II	282	3	10,723.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
19	Mason I	283,284	3	10,723.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
20	Laborer I	300,301,302	1	9,459.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas

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21	Administrative Assistant IV (Bookbinder IV)	309	10	16,846.00	Elementary School Graduate	Eight hours of relevant training	Two years of relevant experience	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
22	Local Assessment Operations Officer I	362	11	18,161.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ 2nd Level Eligibility	N/A	LGU- Sto. Tomas
23	Nurse I	393,394,395	11	20,179.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	N/A	LGU- Sto. Tomas
24	Nursing Attendant I	408,409,410	4	12,674.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas

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25	Municipal Government Assistant Department Head	463	16	28,589.00	Bachelor's Degree in Environment, Forestry, Agriculture or any related course	Sixteen hours of relevant training	Three years experience in Environmental and Natural Resources Management, conservation and utilization	First Grade Civil Service Eligible and its equivalent	N/A	LGU- Sto. Tomas
26	Engineer II	493,494	16	28,589.00	Bachelor's Degree in Engineering relevant to the job	Four hours of relevant training	One year of relevant experience	RA 1080	N/A	LGU- Sto. Tomas
27	Electrician Foreman	499	9	15,726.00	High School Graduate or Completion of relevant vocational/ trade course	Four hours of relevant training	One year of relevant experience	Electrician per CSC MC 10, s. 2013- Cat. II	N/A	LGU- Sto. Tomas
28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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