

Republic of the Philippines
LOCAL GOVERNMENT OF CARMONA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government of Carmona, Cavite in the CSC website:



GLENN P. SAN DIEGO

Municipal Government Department Head I - HRMO

Date: 5-Jul-18

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	Administrative Aide VI (Public Services Foreman)	123	SG6	154,872.00	High School Graduate	None Required	None Required	None Required	-	Municipal Civil Registry
2	Administrative Aide VI (Public Services Foreman)	10	SG6	154,872.00	High School Graduate	None Required	None Required	None Required	-	Mayor's Office
3	Administrative Assistant I (Bookbinder III)	87	SG7	164,748.00	Elementary School Graduate	None Required	None Required	None Required	-	Municipal Environment and Natural Resources Office
4	Administrative Aide IV (Bookbinder II)	126	SG4	136,884.00	Elementary School Graduate	None Required	None Required	None Required	-	Municipal Budget Office

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Administrative Aide IV (Laboratory Aide II A)	192	SG4	136,884.00	Elementary School Graduate	None Required	None Required	None Required	-	Municipal Health Office
6	Administrative Aide IV (Bookbinder II)	134	SG4	136,884.00	Elementary School Graduate	None Required	None Required	None Required	-	Municipal Accounting Office
7	Administrative Aide IV (Reproduction Machine Operator II B)	133	SG4	136,884.00	Elementary School Graduate	None Required	None Required	None Required	-	Municipal Accounting Office

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:

DR. DAHLIA A. LOYOLA

 Municipal Mayor

 LGU Carmona, J.M. Loyola St., Carmona, Cavite

hrmo_carmona@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.