

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



EDILBERTO G. PONNGOS
(Head of Agency)

Date: July 04, 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 | LOCAL LEGISLATIVE STAFF ASSISTANT I | 16 | 6 | P 129,060.00 | COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CIVIL SERVICE SUB-PROFESSIONAL/ 1ST LEVEL ELIGIBILITY | N/A | ALITAGTAG, BATAONGAS |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

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 July 13, 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:

HON. ANTHONY FRANCIS G. ANDAL
MUNICIPAL MAYOR
POBLACION, ALITAGTAG, BATANGAS
alitagtagmayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.