

Republic of the Philippines
LOCAL GOVERNMENT UNIT - GASAN, MARINDUQUE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LOCAL GOVERNMENT UNIT -GASAN, MARINDUQUE in the CSC website:


CAPT. ROLANDO O. TOLENTINO
Municipal Mayor

Date: July 5, 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	Administrative Assistant II (Accounting Clerk III)	43	8/1	121,668.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Carrer Service (Subprofessional) First Level Eligibility		Municipal Accounting Office
*****NOTHING FOLLOWS*****										

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 21, 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:

CAPT. ROLANDO O. TOLENTINO
Municipal Mayor
Brgy. Dos, Gasan, Marinduque
omgasan0820@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.