

Republic of the Philippines  
CITY GOVERNMENT OF CALAPAN

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the City Government of Calapan.

**ARNAN C. PANALIGAN**

City Mayor

Date: June 13, 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	Supervising Environmental Management Specialist	622	22	634,140.00	Bachelor's Degree relevant to the job; preferably earned 18 units of Masteral studies in a relevant area	80 hrs of relevant training	4 years of relevant experience, preferably with 2 years supervisory experience	RA 1080 or CS Professional Eligibility	Decision Making, Initiative, Interpersonal Skills, Leadership, Planning and Organisation/ Time Management, Teamwork	City Environment and Natural Resources Department

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 20, 2018.

Documents:

1. Fully accomplished updated and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Rev. 2017) and Work Experience Sheet as attachment.
2. Photocopy of IPCR in the last two (2) semesters preceding this publication (if applicable)
3. Photocopy of Certificate of Eligibility (if applicable)
4. Photocopy of transcript of records (if applicable)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

**MARILYN E. MANIGBAS**

OIC-CHRM

City Human Resource Management Department

City Government of Calapan

Guinobatan, Calapan City Or. Mindoro

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**