

Republic of the Philippines  
Local Government Unit  
Atimonan, Quezon  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of Local Government Unit of Atimonan, Quezon in the CSC website:

ENGR. RUSTICO JOVEN U. MENDOZA

Municipal Mayor

Date: June 14, 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	Municipal Treasurer (MGDH I)	91	24/1	₱ 57,974.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	Three (3) years experience in Treasury or Accounting Service	CS Professional	Leadership and Supervisory Skills	Office of the Municipal Treasurer

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 June 28, 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](http://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:

MERRIAM A. CANALES

MGDH - I HRMO

[hr\\_lguatimonan@yahoo.com](mailto:hr_lguatimonan@yahoo.com)

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