

Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon
Request for Publication of Vacant Position

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Quezon, Quezon in the CSC website.

HON. MA. CARIDAD P. CLACIO
(Head of Agency)

Date: June 11, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/Pay Grade | Qualification Standards | | | | | Place of Assignment | |
|-----|--|-----------------------|-----------------------------|-------------------------|---|---|-----------------------------|--------------------------------------|------------------------|--|
| | | | | Monthly Salary | Education | Training | Experience | Eligibility | | Competency (if applicable) |
| 1 | MUNICIPAL ACCOUNTANT | 1 | SG-24 S-1 | 475,524.00 | Bachelor of Science in Accountancy/Certified Public Accountant | 8 hours of relevant training in accountancy | 3 years relevant experience | CS Professional /RA 1080 | | Office of the Municipal Accountant |
| 2 | ADMINISTRATIVE AIDE IV (Accounting Clerk I) | 4 | SG-4 S-1 | 97,932.00 | Completion of 2 years studies in college Preferably Accounting Major | 4 hours of relevant training | 2 years relevant experience | CS Sub-Professional | | Office of the Municipal Accountant |
| 3 | ADMINISTRATIVE ASSISTANT | 10 | SG-8 S-1 | 129,096.00 | Completion of 2 years studies in college preferable with subject in Human Resources | 8 hours of relevant training | | CS Sub-Professional | | Office of the Mayor |
| 4 | ENGINEERING ASSISTANT | 2 | SG-8 S-1 | 129,096.00 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year relevant experience | CS Sub-Professional | | Office of the Municipal Engineer |
| 5 | ADMINISTRATIVE AIDE III (Driver I) | 12 | SG-3 S-1 | 91,416 | High School Graduate | None | One year relevant | Professional Driver | | Office of the Municipal Vice Mayor |
| 6 | SECRETARY TO THE SANGGUNIANG BAYAN | 1 | SG-24 S-1 | 475,524.00 | Holder of college degree preferably in law, commerce or public administration | 8 hours of relevant training | 3 years relevant experience | CS Professional or its equivalent | | Office of the Secretary to the S.B. Sangguniang Bayan |

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 26, 2018.

1. Fully accompanied 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. MA. CARIDAD P. CLACIO
Municipal Mayor
LGU-Quezon, Quezon

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED