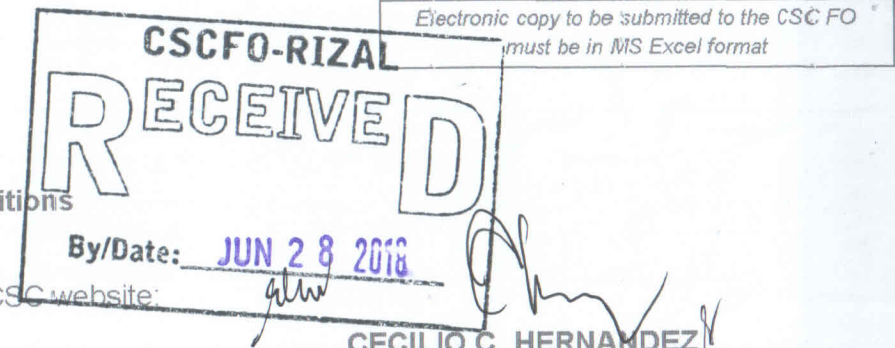


Republic of the Philippines  
MUNICIPALITY OF RODRIGUEZ  
Province of Rizal  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU - RODRIGUEZ) in the CSC website:

**CECILIO C. HERNANDEZ**  
Municipal Mayor

Date: June 13, 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	Sr. Admin. Asst. II (Computer Operator IV)	21	SG 14	Php 23,845.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. 1) First Level Eligibility		Youth and Sports Development Office

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:

**CECILIO C. HERNANDEZ**

Municipal Mayor

J.P. Rizal Street, Balite, Rodriguez, Rizal

email address: [dennikafuelstation@yahoo.com](mailto:dennikafuelstation@yahoo.com)

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