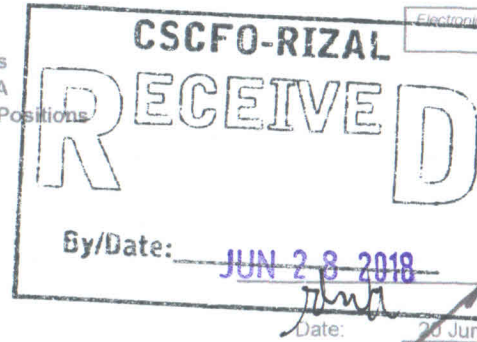


Republic of the Philippines
MUNICIPALITY OF TERESA
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO
in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MUNICIPALITY OF TERESA in the CSC website:

RAUL S. PALINO
Municipal Mayor

Date: 28 June 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	Secretary to the Sangguniang Bayan	2.12	SG-24/1	54,754.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None required	None required	Career Service Professional		Sangguniang Bayan Office
2	Assistant Municipal Treasurer	6.02	SG-22/1	44,866.00	Bachelor's degree	12 hours of relevant training	3 years of relevant experience in accounting and treasury work	Career Service Professional		Treasurer's Office
3	Administrative Assistant II	3.04	SG-8/1	13,445.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional		Budget Office
4	Local Disaster Risk Reduction Management Officer II	15.02	SG-15/1	23,430.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Local Disaster Risk Reduction Management Office
5	Midwife II	10.13	SG-11/1	19,620.00	Completion of the Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Health 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 July 15, 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 send in or send through courier/email their application to:

HON. RAUL S. PALINO

Municipal Mayor

M. L. Quezon Avenue, Poblacion, Teresa, Rizal

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
MUNICIPALITY OF TERESA
Request for Publication of Vacant Positions

CSCFO-RIZAL

RECEIVED

Electronic copy to be submitted to the CSC FO
be in MS Excel format must

By/Date: JUN 28 2018

[Signature]

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MUNICIPALITY OF TERESA in the CSC website:

Date: 20-Jun-18

RAUL S. PALINO
Municipal Mayor

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	Local Disaster Risk Reduction Management Officer I	15.03	SG-11/1	16,677.00	Bachelor's degree	None required	None required	Career Service Professional		Local Disaster Risk Reduction Management Office
2	Administrative Assistant II	7.06	SG-8/1	13,445.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional		Municipal Accountant's Office
3	Administrative Assistant II	1.14	SG-8/1	13,445.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional		Mayor's Office
4	Administrative Aide VI	5.04	SG-6/1	11,773.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional		Municipal Civil Registrar's Office
5										

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 15, 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:

[Signature]

 HON. RAUL S. PALINO
 Municipal Mayor

 M.L. Quezon Avenue, Poblacion, Teresa, Rizal

 (E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.