



Republic of the Philippines  
Province of Quezon  
**Municipality of Polillo**

*Office of the Municipal Mayor*

June 28, 2018

**Dir. JACINTO MATEO**  
CSC Field office  
Lucena, City

Sir:

In compliance with RA 7041, the undersigned is requesting your good office to please publish in our CSCFO-Quezon Bulletin the herein vacant position:

Region IV-A: Mun. Gov't of Polillo, Quezon: **Municipal Government Department Head I** (Municipal Planning And Development Coordinator)-Item No. 1; Status: Permanent; SG-24; Education: Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course; Experience: Three (3) years experience in government planning or related field; Training: None Required; Eligibility: RA. 1080 (Environmental Planning).

Region IV-A: Mun. Gov't of Polillo, Quezon: **Administrative Aide III (Clerk I)** - Item No. 3; Status: Permanent; SG: 3; Education: Completion of 2 years in college; Experience: None required; Training: None required; Eligibility: Career Service Sub-Professional/1st level Eligibility.

Region IV-A: Mun. Gov't of Polillo, Quezon: **Administrative Aide III (Carpenter)** - Item No. 4; Status: Permanent; SG: 3; Education: Elementary School Graduate; Experience: None required; Training: None required; Eligibility: Carpenter (MC II, s. 96-Cat I).

Region IV-A: Mun. Gov't of Polillo, Quezon: **Clerk I** - Item No. 2; Status: Permanent; SG: 3; Education: Completion of 2 years in college; Experience: None required; Training: None required; Eligibility: Career Service Sub-Professional/1st level Eligibility.

Very truly yours,

**ENGR. CRISTINA E. BOSQUE**  
Municipal Mayor

**DATE OF CSC ROIV PUBLICATION**

**Date Received at FO Quezon**

**Action Officer:**

**JACINTO C. MATEO III, MDA**  
Director II

**GO POLILLO!**

Municipal Hall, A. Mabini St. Corner San Jose St., Poblacion , Polillo Quezon 4339