

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipality of Sta. Teresita , Batangas in the CSC website:

MAYOR MA. AUREA V. SEGUNIAL

(Head of Agency)

Date: 11-Jan-18

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	Sanitation Inspector I 06 MHO	6/1		13,851.00	completion of 2 years in college	none required	none required	Career service Sub Professional		Municipal Health Office
2	Administrative Aide I 09 MO	1/1/		6,987.00	elementary graduate	none required	none required	none required		Office of the Mayor

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 February 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:

SHERLITA I. DE VILLA
PERSONNEL OFFICER DES.
MUNICIPALITY OF STA TERESITA POB.I STA. TERESITA BATANGAS
sherlitadevilla@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.