

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 August 1, 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:

MR. RONALDO V. DE CASTRO

City Personnel Officer

2nd Flr. New City Hall, Brgy. Marawoy, Lipa City

cpolgulipa@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.