

Republic of the Philippines  
Municipal Government of NASUGBU  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of the Municipal Government of Nasugbu in the CSC website:

  
LARRY D. ALBANIO  
(Head of Agency)


Date: 6-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Aide IV (Clerk II)	23	4	136,884	Completion of 2 yrs. studies in college	none required	none required	(Career Service Subprofessional) First Level Elig.	N.A	LGU Nasugbu
2	Administrative Aide III (Clerk I)	26	3	128,676	Completion of 2 yrs. studies in college	none required	none required	(Career Service Subprofessional) First Level Elig.	N.A	LGU Nasugbu

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the applications letter and send to the address below not later than AUG 12 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:

  
LARRY D. ALBANIO  
Vice Mayor  
Escalera St. Brgy. 2, Nasugbu, Batangas  
[SB\\_NASUGBU@yahoo.com](mailto:SB_NASUGBU@yahoo.com)

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[SB\\_NASUGBU@Yahoo.com](mailto:SB_NASUGBU@Yahoo.com)