

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipal Government of Balayan in the CSC website:



EMMANUEL SALVADOR P. FRONDA II

(Head of Agency)

Date: July 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Revenue Collection Clerk I	2018-223	5	143,868.00	Completion of 2 years study in college	None required	None required	CS Subprofessional	Office of the Market Administrator

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 3, 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:

Hon. EMMANUEL SALVADOR P. FRONDA II
Office of the Municipal Mayor
Municipal Government of Balayan
Plaza Rizal, Balayan, Batangas

or

Dr. GERARDO M. CREAG
Office of the Municipal Administrator
Municipal Government of Balayan
Plaza Rizal, Balayan, Batangas

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.