

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 Local Government Unit, Bauan, Batangas in the CSC website:

JULIAN C. CASAPAO

(Head of Agency)

Date: 25-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Tourism Officer	1	24	815,532.00	4 years in position involving management and supervision	24 hours of training in management and supervision	4 years in positions involving management and supervision	Career Service Professional (2nd Level Eligibility)		Municipal Tourism Office
2	Municipal Information Officer	1	24	791,628.00	4 years in position involving management and supervision	24 hours of training in management and supervision	4 years in positions involving management and supervision	Career Service Professional (2nd Level Eligibility)		Municipal Information Office

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 _____.

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:

JULIAN C. CASAPAO

Municipal Mayor

LGU, Bauan, Batangas

hrmo_bauan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.