

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 **LGU-ALITAGTAG** in the CSC website:

  
ANTHONY FRANCIS G. ANDAL  
(Head of Agency)

Date: June 25, 2018

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	LOCAL LEGISLATIVE STAFF ASSISTANT I	16	6	P 129,060.00	COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL/ 1	N/A	ALITAGTAG, BATA NGAS
2										
3										
4										
5										

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 July 7, 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:

HON. ANTHONY FRANCIS G. ANDAL  
MUNICIPAL MAYOR  
POBLACION, ALITAGTAG, BATANGAS  
alitagtagmayorsoffice@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**