

Republic of the Philippines
MUNICIPALITY OF ROSARIO, BATANGAS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Rosario, Batangas) in the CSC website:

MANUEL B. ALVAREZ

(Head of Agency)

Date: _____

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	Admin. Aide VI (Storekeeper II)	5	6	154,872.00	Completion of two years studies in college	None Required	None Required	Career Service (subprofessional) First Level Eligibility	Basic	Office of the Municipal Administrator
2	Admin. Aide IV (Electrician I)	6	4	136,884.00	High school graduate or completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC11, s.96- Cat.I)	Technical	Office of the Municipal Administrator
3	Admin. Aide IV (Clerk II)	4	4	136,884.00	Completion of two years studies in college	None Required	None Required	Career Service (subprofessional) First Level Eligibility	Basic	Office for Human Resource Management
4	Admin. Asst. II (Budgeting Assistant)	5		175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility & LTE	Basic	Office of the Mun. Budget

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:

EDITHA D. PASCUA

MGDH-HRMO V

Human Resource Management Office/ LGU Rosario, Batangas

edithpesorosario@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	MGADH-Asst. Municipal Assessor	2	22	634,140.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	1 year experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	Leadership	Office of the Municipal Assessor
2	Local Assessment Operation Officer II	4	15	313,308.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Technical	Office of the Municipal Assessor
3	Administrative Assistant II (Clerk IV)	6	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility	Basic	Office of the Municipal Treasurer
4										

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LEOVIGILDO K. MORPE

(Head of Agency)

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver I)	30	3	128,676.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96-Cat II)	Technical	Office of the Sangguniang Bayan

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Midwife I	10	9	209,676.00	Completion of the Midwifery Course	None Required	None Required	RA 1080	Technical	Municipal Health Office
2	Admin. Aide III (Driver I)	7	3	128,676.00	Elementary school graduate	None Required	None Required	Driver's License (MC 11, s.96-Cat. II)	Technical	Office of the Mun. Mayor c/o St. Cleaning & Garbage Collection
3	Meat Inspector II	1	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility	Technical	Office of the Mun. Mayor c/o Operation of Mun. Slaughterhouse
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1	Admin. Officer II (Mgt & Audit Analyst I)	6	11	217,932.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility & LTE	Technical	Office of the Mun. Accountant
2	Admin. Asst. II (Accounting Clerk III)	8	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility	Technical	Office of the Mun. Accountant
3	Admin. Officer III (Cashier II)	3	14	286,140.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility & LTE	Basic	Office of the Mun. Treasurer
4	Assessmet Clerk I	11	4	136,884.00	Completion of two years studies in college	None Required	None Required	Career Service (Professional) Second Level Eligibility & LTE	Basic	Office of the Mun. Assessor

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