

Republic of the Philippines
CGO TRECE MARTIRES , CAVITE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CITY GOVERNMENT OF TRECE MARTIRES in the CSC website:

MELANDRES G. DE SAGUN

City Mayor

Date: July 16, 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 REVENUE	270 / 272	11	205824	BACHELOR'S DEGREE	NOT REQUIRED	NOT REQUIRED	2nd Level	n/a	RO IV
2	REVENUE COLLECTOR	274	9	155592	COMPLETION OF	NOT REQUIRED	NOT REQUIRED	1st Level	n/a	RO IV
3	MIDWIFE I	316	9	209676	COMPLETION OF	NOT REQUIRED	NOT REQUIRED	RA 1080	n/a	RO IV
4	TRAFFIC AIDE I	461 / 462 / 463	3	121524	ELEMENTARY SCHOOL GRADUATE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	n/a	RO IV
5	LOCAL ASSESSMENT	466	18	388464	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	2nd Level	n/a	RO IV
6	MANAGEMENT / SUPERVISOR	231	18	388464	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	2nd Level	n/a	RO IV
7	SENIOR ADMINISTRATIVE OFFICER	465	14	270240	COMPLETION OF	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	1st Level	n/a	RO IV
8	NURSE II	469	14	317928	BACHELOR OF SCIENCE IN NURSING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080	n/a	RO IV
9	SOCIAL WELFARE OFFICER	469	11	205824	BACHELOR'S DEGREE	NOT REQUIRED	NOT REQUIRED	RA 1080	n/a	RO IV
10	ADMINISTRATIVE OFFICER	424 / 395 / 463	3	121524	ELEMENTARY SCHOOL GRADUATE	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED	n/a	RO IV

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 30, 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:

MELANDRES G. DE SAGUN

City Mayor

/ Hall Bldg. San Agustin, Trece Martires C

r_noceda@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.