

Republic of the Philippines  
Municipality of Rosario, Cavite  
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, Cavite in the CSC website:


  
Date: July 26, 2018  
JOSE VOLTFAIRE V. RICAFFRENTE

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 Civil Registrar I	90	24	Php 57,974.00	Bachelor's Degree	120 hours of supervisory/management learning & development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment based on 2017 ORA-OHRA.	3 years experience in civil registry work	1st Level	none required	Office of the Municipal Civil Registrar
2										
3										

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 10, 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:

  
JOSE VOLTFAIRE V. RICAFFRENTE  
Municipal Mayor  
Sct. Torillo St. Poblacion, Rosario, Cavite

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.