

Republic of the Philippines
LOCAL GOVERNMENT OF CARMONA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government of Carmona, Cavite in the CSC website:



GLENN P. SAN DIEGO

Municipal Government Department Head I - HRMO

Date: 19-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	Administrative Assistant II (Data Entry Machine Operator II)	130	SG8	175,848.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Data Encoder (MC11 s. 96 - Cat I)		Municipal Accounting Office
xxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx										

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:

DR. DAHLIA A. LOYOLA
Municipal Mayor
LGU Carmona, J.M. Loyola St., Carmona, Cavite
hrmo_carmona@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.