

Republic of the Philippines
Local Government Unit of Victoria
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Victoria in the CSC website:



HON. IMELDA N. CALLO
Municipal Vice Mayor
DATE: July 11, 2018

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competecy if applicable	
1	Admin. Aide I (UT-I)	60	SG-1/1	107,208.00	Must be able to read and write	none required	none required	None required(MC II,s 96.Cat. III)		Municipality of Victoria (Office of the Municipal Vice Mayor)

Vacant Position is open to all applicants regardless of age, sex, sexual orientation and gender identity, civil status, disabilities, religion, ethnicity or political affiliation.

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 1, 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 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. IMELDA N. CALLO
Municipal Vice Mayor
Local Government Unit of Victoria
Poblacion I, Victoria, Oriental Mindoro

THRU: MANUEL V. MELO
HRMO III
Local Government Unit of Victoria
email address: melo_tolentino27@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED