


Republic of the Philippines
MUNICIPALITY OF PAKIL, LAGUNA
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 PAKIL, LAGUNA in the CSC website:


VINCENT L. SORIANO
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TOURISM OPERATIONS OFFICER II	9	15	P18,334.00	Bachelor's Degree in Tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings	1 year work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
2	LICENSE INSPECTOR II	10	8	10,758.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Mayor
3	ASSESSMENT CLERK II	47	6	9,365.00	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Assessment Office

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 July 15, 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:

RONALD JAMES V. HIDALGO
Municipal Administrator/HRMO Designate
LGU-Pakil, Laguna
pakil.hrmo2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.