

*Electronic copy to be submitted to the CSC FO must be in MS Excel format*

**Republic of the Philippines  
Province of Marinduque  
MUNICIPALITY OF BUENAVISTA  
Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Buenavista, Marinduque in the CSC website:

**RUSSEL SARMIENTO MADRIGAL**

Municipal Mayor

Date: July 13, 2018

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	Administrative Aide III (Utility Worker I)	30	3	8,936.00	Elementary Graduate	None required	None required	None required (MC 11, s.96 - Cat. II)	None	Municipal Mayor's 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 27, 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 their application to:

Hon. RUSSEL SARMIENTO MADRIGAL  
Municipal Mayor  
Municipality of Buenavista  
Brgy Uno, Buenavista, Marinduque

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**