

CS Form No. 9

Series of 2017

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: May 31, 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 IV	56	4	9,506.00	Completion of two (2) years in college	None required	None required	Career Service (Subprofessional) Eligibility	Computer Literate	Municipal Accounting 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 **June 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 their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.