CS Form No. 9
Series of 2017

Electronic copy to be submitted to the CSC FO must be in Excel Format

Republic of the Philippines
Name of Agency
Request for Publication of Vacant Positions

ENGR. DANTE C. ESTEBAN
(Head of Agency)

Date: July 31, 2018

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **Municipality of Calintaan** in the CSC website:

No.	Position Title	Plantilla Item No.	Salary / Job / Pay Grade	Annual Salary	Qualification Standards					Place of Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver I)	3	SG 3-1	Php 114,372.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s.96-Cat II)	N/A	Office of the Vice M

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 17, 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 Transcripts of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Engr. Dante C. Esteban/Municipality of Calintaan
Municipal Vice Mayor

Poblacion, Calintaan, Occdidental Mindoro
Complete Office Address

mayorsofficecalintaan@gmail.com
Email Address

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.