

Republic of the Philippines  
MUNICIPALITY OF SAN JOSE  
Request for Publication of Vacant Positions



**CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Municipal Government of San Jose in the CSC website:

**ROMULO M. FESTIN**  
Municipal Mayor  
Date: 10-Apr-18

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of As
				Education	Training	Experience	Eligibility		
Administrative Officer IV (Management Audit Analyst II)	13	15/1	313,308	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	N/A	Mayor's
Information Officer I	11	11/1	217,932	Bachelor's Degree	None Required	None Required	Career Service (Professional)	N/A	Mayor's

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 10, 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
1. Photocopy of Transcript of Records.
  2. NBI Clearance
  3. PSA Birth Certificate (Marriage Certificate if applicable)

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

**ROMULO N. FESTIN**  
Municipal Mayor  
Rizal St., San Jose, Occidental Mindoro  
[hrmo\\_sanjosedo@yahoo.com.ph](mailto:hrmo_sanjosedo@yahoo.com.ph)

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