

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: June 18, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
				Education	Training	Experience		
Municipal Government Head I Municipal Civil Registrar	130	24/1	791, 628	Bachelor's Degree	None required	3 years experience in civil registry work	Career Service (Professional) N/A	Municipal Civil Registrar
xxxxNothing Followsxxxxxxxx								

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 3,

- 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;
- Fully accomplished Work Experience Sheet
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- NBI Clearance
- PSA Birth Certificate (Marriage Certificate if applicable)
- Photocopy of Valid ID

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

ROMULO M. FESTIN
Municipal Mayor
Rizal St., San Jose, Occidental Mindoro
hrmo_sanjosemdo@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.