

Republic of the Philippines
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position/s in the City Government of Lucena in the CSC Website CSC website:

Roderick A. Alcala
City Mayor

Date: 11-Jul-18

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	Cemetery Caretaker	3	2/1	P11,200.00	Must be able to read and write	None required	None required	Non required (MC 10, s. 2013-Cat. III)		City Health Office

Interested and qualified next in rank and other 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 26, 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 Transcript of Records.

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

Ms. Editha A. Regodon

City Human Resource Management Officer

3/F New Lucena City Government Complex, Brgy. Mayao

chrmolucena@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.