

**Republic of the Philippines
Province of Quezon
Municipality of San Francisco**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU -San Francisco,Quezon) in the CSC website:

JOSELITO R. ALEGA

Municipal Mayor

Date: July 11, 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 VI (Clerk III)	3	6	11,773.00	ompletion of 2 years in Colled	None Required	year relevant experienc	SC-Sub Profession	N/A	Office of the Municipal Mayor
2	Administrative Aide IV (Clerk III)	4	4	10,332.00	ompletion of 2 years in Colled	None Required	year relevant experienc	SC-Sub Profession	N/A	Office of the Municipal Mayor
3	Administrative Assisstant II (HR)	7	8	13,445.00	ompletion of 2 years in Colled	hours of relevant trainin	year relevant experienc	SC-Sub Profession	N/A	Office of the Municipal Mayor
4	Revenue Collection Clerk III	143	7	12,904.00	ompletion of 2 years in Colled	hours of relevant trainin	year relevant experienc	SC-Sub Profession	N/A	Office of the Municipal Mayor
5	Meat Inspector II	144	8	13,445.00	ompletion of 2 years in Colled	hours of relevant trainin	year relevant experienc	SC-Sub Profession	N/A	Office of the Municipal Mayor

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 30, 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 or send through courier/email their application to:

MILA A. BENDIOLA

HRMO II

LGU, San Francisco, Quezon

milaabendiola@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.