

Republic of the Philippines
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Municipal Government of Sariaya in the CSC Website:

MARCELO P. GAYETA

Municipal Mayor

Date: July 24, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|--------------------|------------------------|---------------|--|--------------------------------------|--------------------------------------|--|----------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Assistant II (Plumber Foreman) | 010 | 8 | 170,832.00 | High School Graduate or Completion of relevant vocational / trade course | Four (4) hours of relevant training | One (1) year of relevant experience | Plumber (MC 10, s. 2013) | | Office for Economic Enterprises Development & Management - Sariaya Waterworks System |
| 2 | Administrative Aide I (Utility Worker I) | 101 | 1 | 107,796.00 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-Cat. III) | | Office on General Services |
| 3 | Sanitation Inspector I | 173 | 6 | 149,592.00 | Completion of Two Years Studies in College | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Office on Health Services |
| 4 | Administrative Officer V (Budget Officer III) | 069 | 18 | 385,488.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Office of the Municipal Budget |
| 5 | Administrative Officer IV (Budget Officer II) | 070 | 15 | 297,708.00 | Bachelor's Degree relevant to the job | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional) Second Level Eligibility | | Office of the Municipal Budget |

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 15, 2018. _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2016) 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:

MARCELO P. GAYETA

Municipal Mayor

Mabini St. cor. Maharlika Highway, Poblacion 6,
Sariaya, Quezon

gilas.sariaya.quezon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.