

Republic of the Philippines
MUNICIPAL GOVERNMENT OF PADRE GARCIA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Padre Garcia) in the CSC website:


HON. MICHAEL ANGELO C. RIVERA

(Head of Agency)

Date: 24-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	MUNICIPAL ASSESSOR I	1	SG 24		Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 Real Estate Service	N/A	MUNICIPAL ASSESSOR'S OFFICE
2	RECORDS OFFICER I	2	SG10		Bachelor's Degree	None	None	Career Service (Professional)	N/A	LOCAL CIVIL REGISTRAR

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 11, 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:

HON. MICHAEL ANGELO C. RIVERA
Municipal Mayor
Poblacion, Padre Garcia, Batangas 4224
hrpadregarcia@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.