

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 26, 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	Municipal Government Assistant Department Head	65	22	44,866.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None	3 years experience in real property assessment work	RA 1080 (Real Estate Service)	N/A	Assessor
2	Assessment Clerk I	68	4	10,515.00	Completion of 2 years in college	None	None	CS- Sub Professional	N/A	Assessor
3	Social Welfare Officer I	113	11	16,677.00	Bachelor's Degree in Social Work	None	None	RA 1080 (Social Worker)	N/A	MSWDO
4	Day Care Worker I	114	6	12,088.00	Completion of 2 years in college	None	None	CS-Sub Professional	N/A	MSWDO
5	Revenue Collection Clerk II	37	7	12,567.00	Completion of 2 years in college	None Required	None Required	CS-Sub Professional	N/A	MTO
6	Administrative Aide III (Clerk I)	51	3	9,679.00	Completion of 2 years in college	None Required	None Required	CS-Sub Professional	N/A	MPDC
7	Administrative Aide III (Clerk I)	62	3	9,679.00	Completion of 2 years in college	None Required	None Required	CS-Sub Professional	N/A	MCR
8	Administrative Aide III (Clerk I)	109	3	9,679.00	Completion of 2 years in college	None Required	None Required	CS-Sub Professional	N/A	Agriculture
9	Administrative Aide I (Utility Worker I)	61	1	8,484.00	Completion of 2 years in college	None Required	None Required	None Required	N/A	MCR
10	Administrative Aide VI (Clerk III)	3	6	11,773.00	Completion of 2 years in College	None Required	1 year relevant experience	CSC-Sub Professional	N/A	Office of the Municipal Mayor
11	Administrative Aide IV (Clerk III)	4	4	10,332.00	Completion of 2 years in College	None Required	1 year relevant experience	CSC-Sub Professional	N/A	Office of the Municipal Mayor
12	Administrative Assistant II (HRMA)	7	8	13,445.00	Completion of 2 years in College	4 hours of relevant training	1 year relevant experience	CSC-Sub Professional	N/A	Office of the Municipal Mayor
13	Revenue Collection Clerk III	143	7	12,904.00	Completion of 2 years in College	4 hours of relevant training	1 year relevant experience	CSC-Sub Professional	N/A	Office of the Municipal Mayor
14	Meat Inspector II	144	8	13,445.00	Completion of 2 years in College	4 hours of relevant training	1 year relevant experience	CSC-Sub Professional	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 August 10, 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.