

**Republic of the Philippines**  
**Local Government Unit**  
**Atimonan, Quezon**  
**Request for Publication of Vacant Positions**

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

This is to request the publication of the following vacant position of Local Government Unit of Atimonan, Quezon in the CSC website:

\_\_\_\_\_  
ENGR. RUSTICO JOVEN U. MENDOZA  
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	Security Guard III	48	8/1	₱ 14,236.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Security Guard License	Technical Skills	Municipal Fishing Port

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](http://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:

\_\_\_\_\_  
MERRIAM A. CANALES  
\_\_\_\_\_  
MGDH - I HRMO  
\_\_\_\_\_  
[hr\\_lguatimonan@yahoo.com](mailto:hr_lguatimonan@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**