

**CS Form No. 9**


Series of 2017

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

**Republic of the Philippines  
(LGU-Burdeos, Quezon)  
Request for Publication of Vacant Positions**

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

This is to request the publication of the following vacant positions of the (Name of Agency) in the CSC website:

  
**FREDDIE C. AMAN**  
Municipal Mayor  
Head of Agency  
7/3/2018

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Administrative Aide III	1to10	3	Php8,540.00	High School Graduate	none required	none required	none required		Different Offices where manpower needs

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 23, 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:

**FREDDIE C. AMAN**

Municipal Mayor

LGU-BURDEOS

[contact info](#)

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