

Republic of the Philippines
Municipal Government of Tiaong, 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 Municipal Government of Tiaong, Quezon in the CSC website:

RAMON A. PREZA

Municipal Mayor

(Head of Agency)

Date: July 2, 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	Municipal Budget Officer	65	24/1	791,628	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None Required	3 years experience in government budgeting or any related field	First Grade or its equivalent	N/A	Office of the Municipal Budget Officer
2	Administrative Aide VI (Electrician II)	52	6/1	154,872	High School graduate or completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC II, S. 96 - CAT. I)	N/A	Office of the Municipal Planning and Development Coordinator

3	Social Welfare Aide	176	4/1	136,884	High School graduate	None Required	None Required	None Required (MC II, S.96 - CAT. III)	N/A	Municipal Social Welfare and Development Officer
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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 December 31, 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:

RAMON A. PREZA

Municipal Mayor

Office of the Mayor, Don. V. Robles

Street, Poblacion III, Tiaong, Quezon

tiaonglgu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.