

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 9, 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	Fiscal Examiner II	86	15/1	₱ 24,809.00	Bachelor's Degree relevant to the job	None required	One (1) year of relevant experience	CS Professional	Technical Skills	Office of the Municipal Accountant
2	Administrative Aide IV (Clerk II)	4	4/1	₱ 10,940.00	Completion of two (2) years studies in college	None required	None required	CS Sub Professional	Clerical Skills	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 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:

MERRIAM A. CANALES

MGDH - I HRMO

[hr\\_lguatimonan@yahoo.com](mailto:hr_lguatimonan@yahoo.com)

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