

**Republic of the Philippines
List of Vacant Positions for Publication**

Name of Agency: LOCAL GOVERNMENT UNIT OF GENERAL LUNA, QUEZON

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 Administrator	1-2	24	579,744.00	Bachelor's Degree	None	3 years experience	First grade or its		Mayor's Officer
2					Preferably in Public		in management	equivalent		
3					Administration,		and adminis			
4					Law or any related		tration work			
5					courses					
6										
7										
8										
9										
10										

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 30, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2016) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year;
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:

JOSE STEVENSON M. SANGALANG
Municipal Mayor
Brgy. 7 Pob. General Luna, Quezon
ianfiguerra@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.