

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF MAUBAN, QUEZON
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

FERNANDO Q. LAMAS
Municipal Mayor

Date: 11-Jun-18

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	Administrative Aide IV (Storekeeper I)	Item No. 78	SG-4	11,407	Elementary School Graduate	None Required	None Required	None Required	Please see attached file	GSO Office
2										
3										
4										
5										

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 30th of July 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:

CONCHITA MARTA B. MIRABUENO
MGDH I - HRMO
San Buenaventura St. Brgy. Rizaliana Mauban Quezon
hrmo.mauban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
MUNICIPALITY OF MAUBAN
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

Core Competencies of Administrative Aide IV (Storekeeper I)

- a. Warehousing
- b. Records Management
- c. Inventory Management
- d. Interpersonal
- e. Service Culture
- f. Customer Orientation

FERNANDO O. LLAMAS

Municipal Mayor

Date: 11-Jun-18

"Dunong at Lakas para sa Magandang Bukas"

Tel. No. (042) 7840-521 or Telefax (042) 7840-922