

Republic of the Philippines

MUNICIPALITY OF QUEZON

Province of Quezon

Request for Publication of Vacant Position

To: **CIVIL SERVICE COMMISSION (CSC)**This is to request the publication of the following vacant positions of Local Government Unit of Quezon, Quezon in the CSC website.**HON. MA. CARIDAD P. CLACIO**

(Head of Agency)

Date: June 11, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Qualification Standards						Place of Assignment
				Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MUNICIPAL ACCOUNTANT	1	SG-24 S-1	475,524.00	Bachelor of Science in Accountancy/Certified Public Accountant	8 hours of relevant training in accountancy	3 years relevant experience	CS Professional /RA 1080		Office of the Municipal Accountant
2	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	4	SG-4 S-1	97,932.00	Completion of 2 years studies in college Preferably Accounting Major	4 hours of relevant training	2 years relevant experience	CS Sub-Professional		Office of the Municipal Accountant
3	ADMINISTRATIVE ASSISTANT	10	SG-8 S-1	129,096.00	Completion of 2 years studies in college preferable with subject in Human Resources	8 hours of relevant training		CS Sub-Professional		Office of the Mayor
4	ENGINEERING ASSISTANT	2	SG-8 S-1	129,096.00	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	CS Sub-Professional		Office of the Municipal Engineer
5	ADMINISTRATIVE AIDE III (Driver I)	12	SG-3 S-1	91,416	High School Graduate	None	One year relevant	Professional Driver		Office of the Municipal Vice Mayor
6	SECRETARY TO THE SANGGUNIANG BAYAN	1	SG-24 S-1	475,524.00	Holder of college degree preferably in law, commerce or public administration	8 hours of relevant training	3 years relevant experience	CS Professional or its equivalent		Office of the Secretary to the S.B. Sangguniang Bayan

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 June 26, 2018.

1. Fully accompanied 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:**HON. MA. CARIDAD P. CLACIO**

Municipal Mayor

LGU-Quezon, Quezon

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED