

Republic of the Philippines
MUNICIPAL GOVERNMENT OF REAL, QUEZON
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipal Government of Real, Quezon in the CSC website:


DIANA ABIGAIL D. AQUINO
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	Municipal Civil Registrar I	Item No. 39	SG-24	65,969.00	Bachelor's degree	None Required	Three (3) years experience in civil registry work	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Civil Registry Office
2	Assistant Registration Officer	Item No. 40	SG-8	15,632.00	Completion of two(2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility or it's equivalent	Not Applicable	Municipal Civil Registry Office
3	Project Development Officer I	Item No. 32	SG-11	18,161.00	Bachelor's degree relevant to the job.	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Planning & Dev't Office
4	Planning Assistant	Item No. 34	SG-8	14,654.00	Completion of two(2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility or it's equivalent	Not Applicable	Municipal Planning & Dev't Office
5	Tourism Operations Officer I	Item No. 5	SG-11	18,161.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Mayor's Office

6	Internal Auditor I	Item No. 3	SG-11	18,161.00	Bachelor's degree in law, business administration, commerce major in accounting or any other relevant bachelor's degree courses	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Mayor's Office
7	Information Officer I	Item No. 6	SG-11	18,161.00	Bachelor's degree relevant to the job.	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Mayor's Office
8	Licensing Officer I	Item No. 4	SG-11	18,161.00	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Mayor's Office
9	Environmental Management Specialist I	Item No. 95	SG-11	18,161.00	Bachelor's degree relevant to the job.	None Required	None Required	RA 1080/Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Environment & Natural Resources Office
10	Assessment Clerk II	Item No. 69	SG-6	12,906.00	Completion of two(2) years studies in College	None Required	None Required	Career Service Sub-professional/ First Level Eligibility or it's equivalent	Not Applicable	Municipal Assessor's Office
11	Local Disaster Risk Reduction Management Officer I	Item No. 103	SG-11	18,161.00	Bachelor's degree relevant to the job.	None Required	None Required	Career Service Professional/ Second Level Eligibility or it's equivalent	Not Applicable	Municipal Disaster Risk Reduction Management Office
12	Engineering Assistant	Item No. 100	SG-8	14,654.00	Completion of two(2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional/ First Level Eligibility or it's equivalent	Not Applicable	Municipal Engineering Office

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 5, 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:

DIANA ABIGAIL D. AQUINO

Municipal Mayor

La Rosa St., Poblacion 1, Real, Quezon

quezonreal@gmail.com and dgrutaquino@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.