

Republic of the Philippines
LGU-MACALELON
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the vacant position of Macalelon, Quezon in the CSC Website:


NELSON R. TRAJE
(Head of Agency)


Date: 22-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	SECRETARY TO THE SANGGUNIANG BAYAN I	42	G-24	54,974.00	Completion of Bachelor's Degree in Law, Commerce or Public Administration	None Required	None Required	First Grade or its equivalent	n/a	Sangguniang Bayan 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 _____.

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:


NELSON R. TRAJE
Municipal Mayor
Office of the Municipal Mayor
9194493244

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.