

Republic of the Philippines  
MUNICIPAL GOVERNMENT OF LOPEZ  
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 LOPEZ, QUEZON in the CSC website:

**HON. RACHEL A. UBANA**

Municipal Mayor (Head of Agency)

Date: June 25, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	REVENUE COLLECTION CLERK I	93	5	12,133.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Office of the Municipal Treasurer
5	ADMINISTRATIVE AIDE (Utility Worker I)	146	1	10,510.00	must be able to read & write	None required	none required	None required MC 11 s.96 Cat. III		Office of the Municipal Health Officer
6	CONSTRUCTION & MAINTENANCE MAN	181	2	10,080.00	Elementary School Graduate	None required	None required	None required MC 11 s.96 Cat. III		Office of the Municipal Engineer
13	ENGINEERING ASSISTANT	171	8	14,654.00	Completion of two (2) years studies in college	one (1) year of relevant experience	four (4) hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Office of the Municipal Engineer

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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 (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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. RACHEL A. UBANA

Municipal Mayor

Maharlika Highway, Brgy. Talolong, Lopez, Quezon

[mayoroffice\\_lopez@yahoo.com](mailto:mayoroffice_lopez@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**