


Republic of the Philippines  
Province of Romblon  
Municipality of Cajidiocan

**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant position of LGU - Cajidiocan, Romblon in the CSC website.

  
MABINI T. MACA  
Municipal Vice Mayor  
13 July 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) |
| 1   | Administrative Aide I (Utility Worker I) | 79                 | 1/1                  | P 7,883.00     | Must be able to read and write | None required | None required | None required          | N/A                 | SB                         |
| 2   | XXXXXXXXXXXXXXXXXXXX                     |                    |                      |                |                                |               |               | (MC 11.S. 96- Cat.III) |                     |                            |
| 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 August 10, 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 :

Office of the Municipal Vice Mayor  
Cajidiocan, Romblon  
[cajidiocan\\_romblon@yahoo.com](mailto:cajidiocan_romblon@yahoo.com)

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