

Republic of the Philippines
MUNICIPALITY OF SAN JOSE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following anticipated vacant position: December 31, 2017 of **Local Government Unit - Municipality of San Jose, Batangas** in the CSC website:

VALENTINO R. PATRON
Municipal Mayor

Date: December 11, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Waterworks Superintendent I	1	P32,124.00/SG-18	P385,488.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		Economic Enterprise Management (Waterworks Section)

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 **January 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:

ERMA V. GONDA
AO II (HRDO I) OIC, Personnel Department
Office of the Human Resource Management Officer
Local Government Unit of San Jose
Makalintal Avenue, Poblacion 3.0, San Jose, Batangas
e_v_gonda@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.