

**Republic of the Philippines
Municipality of Sto. Tomas, Batangas
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipality of Sto. Tomas in the CSC website:

EDNA P. SANCHEZ

Municipal Mayor

Date: 12/22/2017

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 IV (Driver II)	108	4	10,940.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
2	Social Welfare Officer I	344	11	17,658.00	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)	N/A	LGU- Sto. Tomas
3	Meter Reader I	428	4	10,940.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96- Cat. III)	N/A	LGU- Sto. Tomas
4	Meat Inspector I	474	6	12,466.00	Completion of Two years studies in college	None Required	None Required	Career Service (Sub professional) / 1st Level Eligibility	N/A	LGU- Sto. Tomas

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:

EDNA P. SANCHEZ

Municipal Mayor

Municipality of Sto. Tomas, Poblacion 1, Sto. Tomas, Batangas

hrmo_stotomas@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.