



Republic of the Philippines
Province of Quezon
Municipality of Buenavista

Accountable
Leadership towards
EXcellent service
for the people of
BUENAVISTA!

OFFICE OF THE MUNICIPAL MAYOR

December 12, 2017

DIR. JACINTO C. MATEO, III
Director II, Civil Service Commission
Quezon Field Office
Lucena City



Dear Director Mateo:


This is to respectfully request Posting and Publication of the hereunder vacant positions in the Municipal Government of Buenavista, Buenavista, Quezon to wit;

1. Administrative Aide IV (Clerk III) Item No. 2; SG 6 Education: Completion of two years studies in College Experience and Training: None Required Training; Eligibility: Career Service (Sub-Professional) First Level Eligibility

Thank You!

Very Truly yours,


ERLITA CAYABAT-TARGA
HRMA/Personnel Officer Designate

DATE OF CSC ROIV PUBLICATION <u>DEC 14 2017</u>
Date Received at FO Quezon: <u>DEC 13 2017</u>
Action Officer:  JACINTO C. MATEO III, MDA Director II

CSFO-Quezon Bulletin

December 12, 2017

REGION IV-A: Municipal Government of Gumaca, Quezon: **Security Guard I – Item No.14**; SG-3;
Education: High School Graduate; Experience: None-required; Training: None-required; Eligibility:
Security Guard License (MC 11, s. –Cat. II)



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