



December 21, 2017

AUTHORIZATION

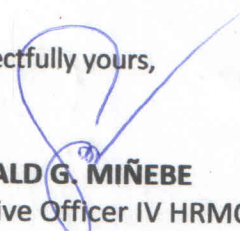
To Whom It May Concern:

This is to authorize Mr. ALFONZO PEREZ, liaison officer of this Municipality to submit the Vacant Position for Publication and get the appointment of the following Municipal Employees:

1. Rolando dela Vega
2. Emilia Garlitos
3. Janette Abatol
4. Ma. Katherine Sta. Ana
5. Renette SJ. Caravana
6. Diana Mae Manallo
7. Mark Anthony Nepomuceno
8. Alfonzo Perez

Thank you for your usual support.

Respectfully yours,


RONALD G. MIÑEBE
Administrative Officer IV HRMO



Name of Agency: Municipality of Jalajala

Republic of the Philippines
List of Vacant Positions for Publication

No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Municipal Government Department Head (Business Permit Licensing Officer)	95	24	579,744.00	Bachelor's Degree relevant to the job	24 hours of relevant training	Three (3) Years of Relevant Experience	Career Service Professional		BPLO OFFICE
2	Municipal Government Department Head (Municipal Treasurer)	24	24	579,744.00	Bachelor's Degree relevant to the job	24 hours of relevant training	Three (3) Years of Relevant Experience	Career Service Professional		MUN. TREASURER'S OFFICE

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to the address below not later than _____, 2017.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture with name and signature (CS Form No. 212, Series of 2016 which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year;
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. ELIONOR I. PILLAS
Municipal Mayor
Municipality of Jalajala
National Road, Special District, Jalajala, Rizal
rizal_jalajala@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED