



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
Caraga Region
Province of Surigao del Norte
MUNICIPALITY OF STA. MONICA

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipality of Sta. Monica, SDN in the CSC website:


FERNANDO N. DOLAR
Municipal Mayor
Date: _____

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	Disaster Risk Reduction Management Officer	64	15	190,584.00	Bachelor's Degree	4 Hours of Relevant Training on DRRM	1 Year of Relevant Experience on DRRM	Career Service Professional/2nd Level Eligibility	Incident Command System Trng. Certificate	MDRRM Office, Municipal Building
2	xxxxxxxxxxxxxxxx									

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 3/15/18.

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:

FERNANDO N. DOLAR
Municipal Mayor
Sta. Monica, Surigao del Norte
dolar.fernando@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.