

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Dapa in the CSC website:

PETER P. RUAYA

(Head of Agency)

Date: 10-Apr-18

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)	1010-08	4	9,116.00	Elementary Graduate	None Required	None Required	Driver's License MC 11, s. 96-Cat. II)		Mayor's Office
2	Market Supervisor	8810-01	10	13,663.00	Bachelor's degree	None Required	None Required	(Professional) Second Level Eligibility		Market Enterprises

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:

PETER P. RUAYA

Municipal Mayor

Municipal Bldg., Dapa, Surigao del Norte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.