

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 (Name of Agency) in the CSC website:

(Head of Agency)

Date: _____

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										
2										
3										
4										
5										

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:

(Head of Office/Agency)

(Position Title)

(Complete Office Address)

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Caraga Region XIII
Province of Dinagat Islands
MUNICIPALITY OF LORETO
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 in the CSC website:

NENA LADAGA QUIJANO
Municipal Mayor

(Head of Agency)

Date: _____

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 I (Laborer)	MO - 13	1 / 1	₱ 7,882.50	Must be able to read and write	None Required	None Required	None Required		Loreto, Dinagat Islands
2	Administrative Aide I	MTO - 12	1 / 1	₱ 7,882.50	Must be able to read and write	None Required	None Required	None Required		Loreto, Dinagat Islands
3	Administrative Assistant II	MACO - 7	8 / 1	₱ 12,211.50	Completion of two years studies in College	One year of relevant experience	One year of relevant experience	Career Service (Sub professional) First Level Eligibility		Loreto, Dinagat Islands

WE HEREBY CERTIFY that the Vacant Position stated below have been posted in the public places for at least ten (10) consecutive days pursuant to R. A. No. 7041 as implemented of the Civil Service Commission (CSC) Memorandum Circular No. 27, s. 1991.

PREPARED BY:

LILIBETH C. PARAGAMAC
Administrative Assistant II / HRMO Designate

