

Republic of the Philippines
MUNICIPALITY OF DINGRAS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DINGRAS MUNICIPAL GOVERNMENT) in the CSC website:


ERDIO E. VALENZUELA

(Head of Agency)

Date: June 11, 2018

| 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 Assistant II | 1011-6 | 8 | P 13,445.00 | Completion of two (2) yrs studies in college (72 units) | 4 hours of relevant training | 1 yr of relevant experience | Career Service (Sub-professional) First level eligibility | - | Office of the Municipal Mayor |
| | XVXV | | | | | | | | | |

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:

Hon. Erdio E. Valenzuela
Municipal Mayor
Dingras, Ilocos Norte
dingrasagbiag@yahoo.com


NIEVES T. DULDULAC
DIRECTOR II

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.