

Republic of the Philippines
Municipality of La Libertad
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU - LA LIBERTAD) in the CSC website:

ROMEO J. MEJIAS

(Head of Agency)

Date:

21-Jan-22

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	PRIVATE SECRETARY II	12	15	294,814.80	Completion of two years studies in college	None required	None required	None required		Office of the Municipal Mayor
2	ADMINISTRATIVE AIDE II (Bookbinder I)	2	2	111,762.00	Elementary School Graduate	None required	None required	None required		Office of the Municipal Planning & Development Coordinator
3	SOCIAL WELFARE OFFICER II	2	15	294,814.80	Bachelor's degree In Social Work	4 hours of relevant training	1 year of relevant experience	R. A. 1080 (Social Worker)		Office of the Municipal Social Welfare & Development
4	CONSTRUCTION AND MAINTENANCE FOREMAN	6	8	159,576.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required		Office of the Municipal Engineer

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:

ROMEO J. MEJIAS

Municipal Mayor

Pob. La Libertad, Zamboanga del Norte

lgulalibertad@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.