



Republic of the Philippines  
MUNICIPALITY OF BAUTISTA  
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:

AMADEO T. ESPINO

Municipal Mayor

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	Data Controller I	410	SG-6	10,755.00	completed 2 yrs. in college or High School	None required	None Required	CSE-Sub. Prof.	N/A	MPDC
					graduate w/relevant vocational/Tesda course					
2	Data Controller I	713-16	SG-6	10,755.00	-do-	None required	None Required	CSE-Sub. Prof.	N/A	Assessor's Office

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](http://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:

AMADEO T. ESPINO

Municipal Mayor

LGU-Bautista, Pangasinan

[hrmobautista@yahoo.com.ph](mailto:hrmobautista@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**