

Republic of the Philippines
Province of Ilocos Sur
MUNICIPALITY OF SANTIAGO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **Local Government Unit of Santiago, Ilocos Sur** in the CSC Website:

BOBBY V. PASION

AO IV

Date: 19-Dec-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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER)	53	24	54,974.00	Bachelor's Degree	24 hours of training in management and supervision	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career service professional / 2nd level eligibility	Disaster risk reduction and management	Local Disaster Risk Reduction Management Office
2	TOURISM OPERATIONS OFFICER I	3	11	15,134.00	Bachelor's Degree relevant to the job	none required	none required	Career service professional/ 2nd level eligibility	Tourism planning and promotion	Office of the Municipal Mayor
3	DAY CARE WORKER II	56	8	12,212.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required	Communication, interpersonal and instructional competency	Municipal Social Welfare and Development Office
4	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	9	4	9,506.00	Elementary School Graduate	none required	none required	none required	Bookbinding	Office of the Municipal Mayor

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 JANUARY 15, 2019.

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 last rating period (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:

BOBBY V. PASION
AO IV
Municipal Hall, Santiago, Ilocos Sur
lgu_santiago@yahoo.com, bravo19b@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.