

Republic of the Philippines  
**MGO SANTA CRUZ, ILOCOS SUR**  
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 MGO SANTA CRUZ, ILOCOS SUR in the CSC website:

  
MARCELINA J. JOVEN  
HRMO

Date: December 14, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Environmental Management Specialist II	156	15	26109	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Mayor's Office
2	Local Revenue Collection Officer I	103	11	18161	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the Municipal Treasurer

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 December 29, 2018.

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 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:

MARCELINA J. JOVEN  
Administrative Officer IV  
Poblacion Weste, Sta. Cruz, Ilocos Sur  
[scic\\_lgu@yahoo.com](mailto:scic_lgu@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.