

Republic of the Philippines
LGU-LAPUYAN

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: **CIVIL SERVICE COMMISSION (CSC)**

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

JOEL B. SULONG

Municipal Mayor

Date: January 29, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	LOCAL REVENUE COLLECTION OFFICER IV	2	22	P 52,255.00	BACHELOR'S DEGREE	16 hours of relevant training	3 years of relevant experience	CAREER SERVICE (Sub Professional) Second Level Eligibility		TREASURY'S OFFICE
2	LOCAL REVENUE COLLECTION OFFICER II	3	15	P 24,225.00	BACHELOR'S DEGREE	4 hours of relevant training	1 year of relevant experience	CAREER SERVICE (Sub Professional) Second Level Eligibility		TREASURY'S OFFICE
3	UTILITY WORKER I	4	1	P 8,854.00	Must be able to read and write	None Required	None Required	None required (MC 11,s.96-Cat.III)		VICE MAYOR'S OFFICE
4	METER READER III	12	6	P 11,878.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11,s.96-Cat.III)		TREASURY'S OFFICE
5	MESSENGER I	9	4	P 9,409.00	Must be able to read and write	None Required	None Required	None required (MC 11,s.96-Cat.III)		ACCOUNTING OFFICE

Interested and qualified applicants should signify their interest in writing. Attach the following

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 Official Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through

JOEL B. SULONG

Municipal Mayor

Lapuyan, Zamboanga del Sur

zlapuyan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience			
6	ASSESSMENT CLERK II	2	6	P 11,878.00	Completion of two years studies in college	None Required	None Required	CAREER SERVICE (Sub Professional) First Level Eligibility		ASSESSOR'S OFFICE
7	CLERK II	8	6	P 11,878.00	Completion of two years studies in college	None Required	None Required	CAREER SERVICE (Sub Professional) First Level Eligibility		MAYOR'S OFFICE
8	DATA CONTROLLER II	6	8	P 13,406.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CAREER SERVICE (Sub Professional)Data Encoder (MC 11,s.96-Cat.I)First Level Eligibility		MAYOR'S OFFICE
9	LABOR GENERAL FOREMAN	4	8	P 13,406.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11,s.96-Cat.III)		MAYOR'S OFFICE
10	LABORER II	7	3	P 9,973.00	Must be able to read and write	None Required	None Required	None required (MC 11,s.96-Cat.III)		ACCOUNTING 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 _____.

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4. Photocopy of Official Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOEL B. SULONG
Municipal Mayor
Lapuyan, Zamboanga del Sur
zlapuyan@yahoo.com

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					Education	Training	Experience			
11	MANAGEMENT AND AUDIT ANALYST II	2	6	P 32,510.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CAREER SERVICE (Sub Professional) Second Level Eligibility		ACCOUNTING OFFICE
12	REVENUE COLLECTION CLERK II	6	7	P 12,590.00	Completion of two years studies in college	None required	None required	CAREER SERVICE (Sub Professional) First Level Eligibility		TREASURY'S OFFICE
13	NURSE I	4	8	P 18,678.00	Bachelor's of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		HEALTH OFFICE
14										
15										

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