CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
Municipality of Alcantara
Request for Publication of Vacant Positions

DATE AUG 24 2020
TIME 8:41
RESIL O. DANIOT
Supervising Personnel Special

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of Alcantara in the CSC website:

KAREN BAUTISTA-LISONDRA
HRMO

Date: August 21, 2020

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	Municipal Government Department Head (Municipal Treasurer I Mandatory)	22	24	59,552.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting service	First grade or its equivalent		Municipality of Alcantara, Municipal Treasurer's Office
2										
3										
4										
5										

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 September 14, 2020.

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:

KAREN BAUTISTA-LISONDRA
HRMO
2/F Mun. Hall, Pob. Alcantara, Cebu
alcantaratourism@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.