CS Form No. 9
Revised 2018

CSC FO CEBU SOUTH
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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 of publication and posting shall be reckoned from the date of actual publication in the CSC Job portal.

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:

ROSEVIE O. ROCA
Human Resource Specialist II

KAREN B. LISONDRA
HRMO

Date: February 9, 2023

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	Local Disaster Risk Reduction and Management Officer II	62	15	24,568.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / 2nd Level Eligibility		Municipality of Alcantara
2	Internal Auditor I	63	11	17,807.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional / 2nd Level Eligibility		Municipality of Alcantara
3	Administrative Aide I (Utility Worker I)	52	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara
4	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	17	24	61,887.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)		Municipality of Alcantara

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5	Municipal Government Department Head I (Municipal Budget Officer)	19	24	61,887.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First grade or its equivalent		Municipality of Alcantara
6	Administrative Aide I (Utility Worker I)	53	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara
7	Revenue Collection Clerk I	26	5	11,136.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub Professional) / First Level Eligibility		Municipality of Alcantara
8	Administrative Aide I(Utility Worker I)	27	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara
9	Sanitation Inspector I	37	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub Professional) / First Level Eligibility		Municipality of Alcantara
10	Agriculturist II	64	15	24,568.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080		Municipality of Alcantara
11	Agricultural Technologist	41	10	15,533.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		Municipality of Alcantara

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Agricultural Technologist	42	10	15,533.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		Municipality of Alcantara
13	Administrative Aide I (Utility Worker I)	57	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara
14	Administrative Aide I (Utility Worker I)	60	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara
15	Administrative Aide I (Laborer I)	46	1	8,762.00	Must be able to read and write	None Required	None Required	None Required		Municipality of Alcantara

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 February 24, 2023.

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 B. LISONDRA
HRMO
Municipal Hall, Poblacion, Alcantara, Cebu
alcantaratourism@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply.