CSC FO CEBU SOUTH
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CS Form No. 9
Revised 2025

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.

MA. JULIET S. CARAMELO
Personnel Specialist II

To: CIVIL SERVICE COMMISSION (CSC)

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

ATTY. FRITZ A. LASTIMOSO
Municipal Mayor
Date: June 9, 2026

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	Administrative Officer IV (Human Resource Management Officer II)	49	15	30,156.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Filipino Citizenship, good moral character and a resident of the Municipality of Alcantara	Municipality of Alcantara
2										
3										
4										
5										

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than June 3, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

ATTY. FRITZ A. LASTIMOSO
Municipal Mayor
2/F Municipal Hall, Poblacion, Alcantara, Cebu, 6033
09684482699 / alcantaramayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.