

DATE JUN 2 2023
TIME: 10:39


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 of publication and posting shall be reckoned from the date of actual publication in the CSC

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. ROCCA
HUMAN RESOURCE SPECIALIST Date: June 21, 2023


KAREN B. LISONDRA
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I (Utility Worker I)	59	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 July 10, 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.