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## Republic of the Philippines **MGO CANDELARIA, QUEZON** Request for Publication of Vacant Positions

## To: CIVIL SERVICE COMMISSION (CSC)

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

								ARELLANO L. ABAS		
								Date:	November 22	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Disco of
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Administrative Officer II (Management and Audit Analyst I)	119	11	25661	Bachelor's Degree relevant to the job	None required	None required	CS Professional		Office of the Municipal Accountant
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EOP Guidelines:

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Job applicants shall be treated equally and shall be given the same set of opportunities regardless of their age, sex, race, disability, sexual orientation, culture or anything other than personal characteristics that might be discriminated against.

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 December 7, 2024.

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:

ARELLANO L. ABAS MGDH I / HRMO V Human Resource Management Office hrmo@candelaria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.