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

## 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

MGOH I / HRMO

Date: December 23, 2024

No.	Position Title (Parenthetical	Plantilla	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
	Title, if applicable)	Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Administrative Officer II (Management & Audit Analyst I	119	11		Bachelor's Degree relevant to the job	None required	None required	CS Professional	,	Office of the Municipal Accountant
2										
3										
4										
5										
6										
7										
8										
9										
10										

## **EOP Guidelines:**

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 January 7, 2025.

- 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.