


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

Republic of the Philippines
Municipal Government of General Nakar, Quezon
Request for Publication of Vacant Position

To: Director Jacinto C. Mateo III, MDA
Civil Service Commission Field Office
Lucena City


ELISEO R. RUZOL

(Head of Agency) Municipal Mayor

Date: JULY 13, 2018

This is to request the publication of the following vacant position of Municipal Government of General Nakar, Quezon in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment	
					Education	Training	Experience		
1	NURSE II	75	SG-15	29,010.00	BACHELOR OF SCIENCE IN NURSING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA-1080	Office of the Municipal Health Officer

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 28, 2018.

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 present position for one (1) year (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:

Eliseo R. Ruzol - Municipal Government of General Nakar
Municipal Mayor
Barangay Anoling, General Nakar, Quezon
iru@generalnakar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.