

Republic of the Philippines
City Government of Kidapawan
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 filed at the City Government of Kidapawan in the CSC website

Maria Magdalena C. Bernabe
MARIA MAGDALENA C. BERNABE
CHRMO
Date: October 16, 2018

| 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 (if applicable) | |
| 1 | Administrative Aide-IV (Clerk II) | 289 | 4 | 11,407.00 | Completion of two years studies in college | None Required | None Required | CS Subprofessional First Level Eligibility | Building Trust and Positive Working Relationships Communication Skills Interpersonal Skills Teamwork, Customers Service Skills, Computer and E-Literacy Skills, Records Management Skills | City Planning and Development Coordinator's Office |

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 October 31, 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 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:

Maria Magdalena C. Bernabe
City Human Resource Management Officer
De Mazon Avenue, Poblacion, Kidapawan City
magdahrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

- Notes:
1. In observance of Equal Opportunity Principle (EOP), vacant position is open to all applicants regardless of gender, civil status, disability, ethnicity, sex, and political affiliation.
 2. Applicants must be a resident of Kidapawan City.