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must be in MS Excel format

Republic of the Philippines  
Municipality of Pura  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-PURA in the CSC website

CONCEPCION A. ZARATE, M.D.  
(Head of Agency)

Date: January 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Treasurer	1	24	54,974.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years in the case of Municipal Treasurer	First grade or its equivalent		Municipal Treasurer's Office

Interested and qualified applicants should signify their interest in writing, regardless of age, race, gender, sexuality, marital status, pregnancy, disability & political or religious belief. Attach the following documents to the application letter and send to the address below not later than **February 15, 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](http://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:

\_\_\_\_\_  
MELANIE C. RUFINO  
\_\_\_\_\_  
OIC-MHRMO  
\_\_\_\_\_  
LGU-Pura, Tarlac  
\_\_\_\_\_  
[hrmo.pura@yahoo.com](mailto:hrmo.pura@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**