

Republic of the Philippines
MGO MONDRAGON, NORTHERN SAMAR
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 MONDRAGON, NORTHERN SAMAR in the CSC website:


NESTOR P. DONES JR.
Administrative Officer IV (HRMO II)

Date: April 19, 2024

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)	
Q	Tourism Operations Officer I	1011-30	11	21600	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	None required	None required	Career Service Professional/ Second Level Eligibility	None	Municipal Tourism Office
2	Administrative Aide IV (Clerk II)	1011-29	4	12469	Completion of two years studies in college	None required	None required	Career Service Subprofessiona I/First Level Eligibility	None	Municipal Disaster Risk Reduction and Management Office
3	License Inspector II	1091-12	8	15795	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessiona I/First Level Eligibility	None	Municipal Treasurer's Office
4	Licensing Officer I	1091-13	11	21600	Bachelor's degree	None required	None required	Career Service Professional/S econd Level Eligibility	None	Municipal Treasurer's Office
5	Administrative Officer V (Budget Officer III)	1071-5	18	37380	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/S econd Level Eligibility	None	Municipal Budget Office

6	Administrative Aide III (Driver I)	7611-7	3	11742	Elementary school graduate	None required	None required	Professional Driver's License(MC 11, s. 1996, Cat. II as amended by MC 10, s. 2013 - Cat. IV)	None	Municipal Social Welfare and Development Office
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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 May 04, 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.

5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)"

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NESTOR P. DONES JR.

Administrative Officer IV (HRMO II)

Real St., Brgy. Eco, Mondragon, Northern Samar

lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.