

Republic of the Philippines  
**MUNICIPALITY OF MONDRAGON**  
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 LGU-MONDRAGON in the CSC website:

RAYMOND D. DE GUIA

HRMO

Date: December 14, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Mun. Gov't Assistant Department Head I (Assistant Municipal Treasurer)	1091-2	SG 22/ Step I	46,974.00	Bachelors Degree	16 hrs. of relevant Training	3yrs. of relevant experience	Career Service Professional (Second Level Eligibility)		Municipal Treasurers Office
2	Assessment Clerk I (Administrative Aide IV)	1101-2	SG 4/ Step I	10,139.00	Completion of Two (2) years in College	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)		Municipal Assessors Office
3	Engineering Assistant	8751-2	SG 8/ Step I	13,026.00	Completion of Two (2) years in College	4 hrs. of relevant Training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)		Municipal Engineering 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 **January 8, 2019**.

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 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:

RAYMOND D. DE GUIA

HRMO

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

[rgumondragonb417@gmail.com](mailto:rgumondragonb417@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.