


Republic of the Philippines
MUNICIPALITY OF PALAPAG
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU-Palapag) in the CSC website:


MANUEL J. AOYANG
(Head of Agency)

Date: 15-Oct-19

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Planning & Development Coordinator	E-Dev-001	24/1	58,639.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in government planning or in any related field	First grade or its equivalent	
2	Municipal Government Department Head (PESO Manager)	AO SS-005	24/1	58,639.00	Bachelor's degree preferably in any of the following: Operations Management (OM) Human Resource Management (HRM) Human Resource Development (HRD); and/ or allied fields	None required	3 years of supervisory management experience in program management relative to employment facilitation	Career Service (Professional) /Second level Eligibility	
3	Assistant Municipal Treasurer	EF-002	22/1	46,974.00	Bachelor's degree	16 hours of relevant experience	3 years of relevant experience	Career Service (Professional) /Second level Eligibility	
3	Assessment Clerk II	E Ass-002	6/1	11,472.00	Completion of two years studies in college	None required	None required	Career Service (Sub Professional) /First level Eligibility	
5	Administrative Aide IV (Mechanical Plant Operator)	AO-006	6/1	11,472.00	Highschool Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanical Equipment Operator (-50 hp) MC 11, s. 96-cat II)	

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 30 days, November 15, 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;
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:

ROBILLA F. AGNO
HRMO-III
Brgy. Tinampo Palapag N. Samar
robillaagno@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.