

**CS Form No. 9**  
Series of 2017

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

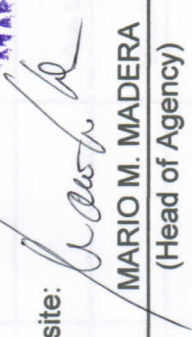
**Republic of the Philippines**

**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

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

**RECEIVED**  
30 MAY 2018  
CIVIL SERVICE COMMISSION  
NORTHERN SAMAR FIELD OFFICE  
ATAKMAN, NORTHERN SAMAR

  
**MARIO M. MADERA**  
(Head of Agency)

Date: 30-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Office clerk (7)	N/A	N/A	72,977.52	College level/Grad	N/A	N/A	N/A		Mayor's Office
1	Draftsman (1)	N/A	N/A	62,370.00	College Graduate	N/A	N/A	N/A		Engineering Office
3	Draftsman (2)	N/A	N/A	62,370.00	College Graduate	N/A	N/A	N/A		Assessor's Office
4	Agricultural Technologist (2)	N/A	N/A	62,684.16	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary medicine	N/A	N/A	N/A		Municipal Agriculture Office
5	Driver	N/A	N/A	58,383.60	Elementary Level	None required	One (1) year experience	Driver's license		Mayor's Office

6	Office clerk (2)	N/A	N/A	65,817.84	College level/Grad	N/A	N/A	N/A	N/A	N/A	Budget Office
7	Office clerk (2)	N/A	N/A	65,817.84	College level/Grad	N/A	N/A	N/A	N/A	N/A	MSWDO
8	Office clerk (1)	N/A	N/A	43,787.04	College level/Grad	N/A	N/A	N/A	N/A	N/A	MPDO
9	Office clerk (3)	N/A	N/A	54,003.84	College level/Grad	N/A	N/A	N/A	N/A	N/A	Accounting Office
10	Office clerk (1)	N/A	N/A	64,212.72	College level/Grad	N/A	N/A	N/A	N/A	N/A	LCR
11	Laborer (1)	N/A	N/A	62,069.04	Elementary Level	N/A	N/A	N/A	N/A	N/A	Municipal Agriculture Office
12	Office clerk (4)	N/A	N/A	87,576.72	College level/Grad	N/A	N/A	N/A	N/A	N/A	Vice-Mayor's Office
13	Driver (1)	N/A	N/A	58,383.60	Elementary Level	N/A	None required	One (1) year experience	Driver's license	N/A	Vice-Mayor's Office
14	Driver (1)	N/A	N/A	58,383.60	Elementary Level	N/A	None required	One (1) year experience	Driver's license	N/A	Treasurer's Office
15	Office clerk (3)	N/A	N/A	87,576.72	College level/Grad	N/A	N/A	N/A	N/A	N/A	Treasurer'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 June 18, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded [csc.gov.ph](http://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:

(MARIO M. MADERA/LGU-Mondragon)  
(Municipal Mayor)

(Real St. Brgy Eco, Mondragon, N. Samar)  
([LGUmondragon6417@gmail.com](mailto:LGUmondragon6417@gmail.com))

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