

Republic of the Philippines
LGU MONDRAGON
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:



MARIO M. MADERA
(Head of Agency)

Date: October 9, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment |
|-----|---|--------------------|------------------------|----------------|--|---------------|---------------|---|-----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | REV. COLL. CLERK I (Administrative Aide VI) | 1091-8 | SG 5, STEP 1 | 129,420.00 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CAREER SERVICE SUB-PROFESSIONAL (First Level Eligibility) | OFFICE OF THE MUNICIPAL TREASURER |

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 September 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.
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
MUNICIPAL MAYOR
REAL ST. BRGY. ECO. MONDRAGON, N. SAMAR
gumondragon5417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.