

Republic of the Philippines
Municipal Government of Matuguinao
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 - MATUGUINAO in the CSC website:

HON. ARAN dela CRUZ BOLLER

Municipal Mayor

Date: June 05, 2020

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)	
1	Administrative Aide 1((Laborer I)	2020 - 15	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required	None Required pur to MC 11, S. 1996, as amended Category III)	Mayor's Office
2	Administrative Aide 1((Laborer I)	2020 - 16	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required	None Required pur to MC 11, S. 1996, as amended Category III)	Mayor's Office
3	Administrative Aide 1((Laborer I)	2020 - 24	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required	None Required pur to MC 11, S. 1996, as amended Category III)	Mayor's Office
4	Administrative Aide 1((Laborer I)	2020 - 25	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required	None Required pur to MC 11, S. 1996, as amended Category III)	Mayor's Office
5	Administrative Assistant II (Clerk IV)	2020 - 43	SG - 8	₱13,840.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Carreer Service (Subprofessional) First Level Eligibility		Office of the Sangguniang Bayan
6	Midwife III	2020 - 68	SG - 13	₱24,224.00	Completion of the Midwifery Course	8 hours of relevant training	2 years relevant experience	RA 1080		Municipal Health Office
7	Nurse I	2020 - 73	SG - 11	₱20,179.00	Bachelor of Science in Nursing	None required	None required	RA 1080		Municipal Health Office
8	Tourism Operations Officer II	2020 - 86	SG - 15	₱24,600.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT Specific and mandatory trainings	1 year of work experience and involvement in the tourism either in the private sector or the government	Carreer Service (Professional)/Second Level Eligibility		Municipal Tourism Office
9	Local Disaster Risk Reduction Management Officer II	2020 - 87	SG - 15	₱24,600.00	Bachelor's Degree	4 hours relevant training on DRRM	1 year of relevant experience on DRRM	Carreer Service Professional/2nd Level Eligibility		Mun. Disaster Risk Reduction Mangamengt Office

10	Engineer II	2020 - 85	SG - 16	₱27,000.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Computer literacy, attention to details, report preparation, delegating, decision making, planning and coordination	Office of the Municipal Engineer
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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 **June 30, 2020**.

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.

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

ARAN dela CRUZ BOLLER

 Municipal Mayor

 Matuguiniao, Samar

aranboller15@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.