

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:


DAWN A. UNAY

Municipal Vice Mayor

Date:

2-4-19

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	Admin. Aide II (Bookbinder I)	1021-22	SG 2/ Step I	8, 960.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996-Cat. III)		Vice-Mayor's Office
2	Driver	1021-23	SG 3/ Step I	9, 531.00	Elementary Level	None Required	One (1) year experience	Driver's License		Vice-Mayor'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 **February 26, 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 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

lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.