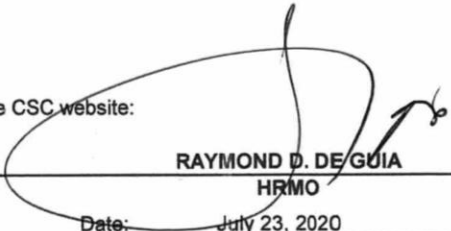


Republic of the Philippines
MUNICIPALITY OF MONDRAGON
Request for Publication of Vacant Positions

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:


RAYMOND D. DE GUIA
HRMO
Date: July 23, 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	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	1091-2	SG 22 / Step 1	53,494.00	Bachelor's Degree preferably in Commerce, public administration, or law	16 hours of relevant training	3 year of relevant experience	First grade civil service eligible or its equivalent		Treasurer's Office
2	Administrative Aide VI (Accounting Clerk II)	1091-3	SG 6 / Step 1	12,419.00	Completion of two years in college	None required	None required	Career Service (Sub-professional) First Level eligibility		Treasurer's Office
3	Administrative Assistant II (Budgeting Assistant)	1071-4	SG 8 / Step 1	14,004.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level eligibility		Budget Office
4	Administrative Assistant III (Senior Bookkeeper)	1081-2	SG 9 / Step 1	15,027.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level eligibility		Accounting Office
5	Administrative Assistant V (Local Legislative Staff Officer I)	1021-4	SG 11 / Step 1	17,853.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level eligibility		SB 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 **August 7, 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:

RAYMOND D. DE GUIA

HRMO

Real St., Brgy. Eco, Mondragon, Northern Samar

lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.