

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: **September 30, 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	ASSESSMENT CLERK III (Administrative Asst. III)	1101-3	SG 9 / Step 1	15,027.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility		Assessors 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 **October 22, 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.