

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:

RAYMOND D. DE GUIA
(HRMO-4)

Date: October 5, 2020

No.	Position Title	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 (Youth Development Officer I)	1011-14	SG 22, Step 1	53,494.00	Bachelor's Degree	16 hours relevant trainings	Three (3) years relevant experience	Career Service (Professional) Second Level Eligibility		Mayor's Office
2	Driver II	1011-15	SG 4, Step 1	11,046.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996-Cat. II)		Mayor's Office
3	Driver I	1011-16	SG 3, Step 1	10,415.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996-Cat. II)		Mayor's Office
4	Driver I	1011-17	SG 3, Step 1	10,415.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996-Cat. II)		Mayor's Office
5	Administrative Aide I (Laborer I)	1011-18	SG 1, Step 1	9,241.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996-Cat. III)		Mayor's Office
6	Ticket Checker	1091-11	SG 1, Step 1	9,241.00	High School Graduate	None required	None required	None required (MC 11, s. 1996-Cat. III)		Municipal Treasurer's Office
7	Enginner I	8751-4	SG 12, Step 1	19,596.00	Bachelor's Degree in Engineering relevant o the job	None required	None required	RA 1080		Municipal Engineering Office
8	Administrative Aide VI (Draftsman I)	8751-5	SG 6, Step 1	12,419.00	Completion of two (2) years in college	None required	None required	Career Service-Sub Professional) (First level eligibility) Draftsman (MC 1, s. 1996, Cat-I)		Municipal Engineering Office
9	Driver II	4411-8	SG 4, Step 1	11,046.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996-Cat. II)		Rural Health Unt

10	Medical Technologist I	4411-9	SG 11, Step 1	22,316.00	Bachelor's degree in Medical Technologist or Bachelor's degree in Public Health	None required	None required	RA 1080		Rural Health Unt
11	Administrative Aide IV (Social Welfare Aide)	7611-3	SG 4, Step 1	11,046.00	High School Graduate	None required	None required	None required (MC 11, s. 1996-Cat. III)		Municipal Social Welfare and Development 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 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:

(RAYMOND D. DE GUIA/LGU-Mondragon)
(HRMO-II)
(Real St. Brgy Eco, Mondragon, N. Samar)
(LGUmondragon6417@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.