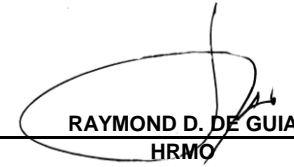


Republic of the Philippines
MUNICIPALITY OF MONDRAGON
Request for Publication of Vacant Positions

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: November 19, 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 I (Laborer I)	1011-9	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
2	Administrative Aide VI (Draftsman I)	1101-4	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 11, s. 1996-Cat.II)		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 **December 1, 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 designate
Real St., Brgy. Eco, Mondragon, Northern Samar
lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.