

Republic of the Philippines  
**MGO MONDRAGON, NORTHERN SAMAR**  
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 MGO MONDRAGON, NORTHERN SAMAR in the CSC website:

  
**NESTOR P. DONES JR.**

HR-Aide

Date: January 26, 2022

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	22	54732	Bachelor's Degree Preferably in Commerce, Public Administration or Law	None Required	3 years experience in Treasury or accounting service	First Grade or its equivalent	None	Office of the Municipal Treasurer
2										
3										
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9										
10										

The Local Government of Mondragon encourages **all interested and qualified applicants including persons disability(PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply**. 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 10, 2022.

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](http://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:

**NESTOR P. DONES JR.**

HR-Aide

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

[lgumondragon6417@gmail.com](mailto:lgumondragon6417@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**