

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:


NESTOR P. DONES JR.

HR-Designate

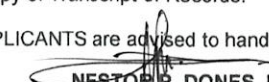
Date: October 7, 2021

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 Department Head I (Internal Auditor V)	1011-24	SG 24/ Step 1	69,394.00	Master's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		Office of the Internal Auditor
2	Midwife II	4411-10	SG 11/ Step 1	23,877.00	Completion of Midwifery Course	1 year of relevant training	4 hours of relevant experience	RA 1080 (Midwife)		Municipal Health Office
4	Administrative Aide I V (Draftsman I)	8751-6	SG 6/ Step 1	12,960.00	Completion of 2 years in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility) Draftsman (MC 11, S. 96 - Cat.III)		Office of the Municipal Mayor
4	Administrative Aide I (Utility Worker I)	1011-19	SG 1/ Step 1	9,627.00	Must be able to read and write	None Required	None Required	None required (MC 11, S. 96 - Cat.III)		Office of the Municipal Mayor
5	Administrative Aide I (Utility Worker I)	1011-20	SG 1/ Step 1	9,627.00	Must be able to read and write	None Required	None Required	None required (MC 11, S. 96 - Cat.III)		Office of the Municipal Mayor
6	Administrative Aide I (Utility Worker I)	1011-21	SG 1/ Step 1	9,627.00	Must be able to read and write	None Required	None Required	None required (MC 11, S. 96 - Cat.III)		Office of the Municipal Mayor
7	Administrative Aide II (Bookbinder I)	1051-2	SG 2/ Step 1	10,232.00	Elementary School Graduate	None Required	None Required	None required (MC 11, S. 96 - Cat.III)		Office of the Local Civil Registrar
8	Administrative Aide II (Bookbinder I)	1081-3	SG 2/ Step 1	10,232.00	Elementary School Graduate	None Required	None Required	None required (MC 11, S. 96 - Cat.III)		Office of the Municipal Accountant

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 25, 2021**.

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:


NESTOR P. DONES JR.
HR-Aide
Real St., Brgy. Eco, Mondragon, Northern Samar
lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.