

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 F. DONES JR.**  
HR-Aide

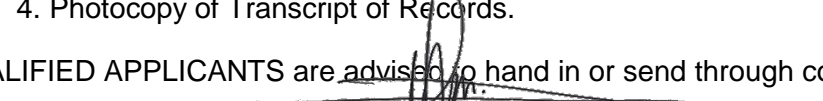
Date: October 14, 2021

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (HRMO II)	1011-10	SG 15/ Step 1	26,860.00	Bachelors Degree	4hrs. Relevant training	1yr. Relevant experience	Career Service (Professional) Second Level Eligibility		Mayor's Office
2	Administrative Aide II (Bookbinder I)	1081-4	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

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 29, 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](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 F. 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.