

**Republic of the Philippines
Municipality of Gloria
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 Municipal Government of Gloria in the CSC website:

SILVESTRE M. SARCIA

AO IV/HRMO II

Date: February 26, 2019

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	Assistant Municipal Assessor	73	22	46,974.00	Bachelor's Degree Preferably in Civil or Mechanical Engineering, Commerce or any other related course	None required	1 year experience in real property assessment work or in any related field	R.A. 1080 (Real Estate Service)		Municipal Assessor's Office
2	Agricultural Technologist	88, 90, 94 (3 Vacancies)	10	14,974.00	Bachelor's Degree relevant to the job	None required	None required	R.A. 1080		Municipal Agriculture's Office
3	Assistant Registration Officer I	50	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / First Level Eligibility		Municipal Civil Registrar's Office
4	Admin Asst. II (Const. & Maintenance Foreman)	83	8	13,026.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)		Municipal Engineering 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 March 12, 2019.

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. Authenticated Photocopy of certificate of eligibility/rating/license; and
4. Authenticated Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SILVESTRE M. SARCIA

AO IV/HRMO II

Municipality of Gloria, Or. Mindoro

hrmo@gloria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.