

Republic of the Philippines
MGO GLORIA, ORIENTAL MINDORO
Request for Publication of Vacant Positions

Date: January 27, 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 | Admin. Aide VI (Clerk III) | 51 | 6 | 11878 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Municipal Civil Registrar's Office |
| 2 | Admin. Asst. II (Local Treasury Operations Asst.) | 65 | 8 | 13406 | Completion of two years studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service (Subprofessional) First Level Eligibility | | Municipal Treasurer's Office |
| 3 | Admin. Aide VI (Assessment Clerk II) | 75 | 6 | 11878 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Municipal Assessor's Office |
| 4 | Admin. Officer II (Project Dev't. Officer I) | 80 | 11 | 16603 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility | | Municipal Planning and Development Office |
| 5 | Agricultural Technologist | 88 | 10 | 15386 | Bachelor's degree relevant to the job | None required | None required | R.A. 1080 | | Municipal Agriculture's Office |
| 6 | Agricultural Technologist | 90 | 10 | 15386 | Bachelor's degree relevant to the job | None required | None required | R.A. 1080 | | Municipal Agriculture's 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 February 11, 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. 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
Gloria, Oriental Mindoro
hrmo@gloria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

