

Republic of the Philippines
MUNICIPALITY OF ANGONO, RIZAL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipal Government of Angono, Rizal in the CSC website:

Hon. GERARDO V. CALDERON, M.P.A.

Municipal Mayor

Date: JULY 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER IV (HRMO II)	HRMO 03	15	313,308.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	2nd level	n/a	Human Resource Management Office
2	ASSISTANT INFORMATION OFFICER	PAICTAO 02	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Mayor's Office / PAICTAO
3	MECHANIC II	GSO 24	6	154,872.00	High School Graduate or completion of relevant vocational course	none required	none required	Mechanic (MC 11, s.96-Cat I)	n/a	Administrative & General Services/Public Services Office
4	TOURISM OPERATIONS OFFICER II	MTCAO 05	15	313,308.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	2nd level	n/a	Mayor's Office / MTCAO
5	HOUSING AND HOMESITE REGULATION ASSISTANT	USDO 01	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Mayor's Office / USDO
6	ADMINISTRATIVE AIDE I (Utility Worker I)	PSO 05	1	113,508.00	must be able to read and write	none required	none required	none required	n/a	Mayor's Office/Public and Safety Order Office
7	SECURITY GUARD I	CSU 03	3	128,676.00	High School Graduate	none required	none required	Security Guard License (MC 11,s.96 Cat.III)	n/a	Mayor's Office / CSU
8	SECURITY GUARD I	CSU 04	3	128,676.00	High School Graduate	none required	none required	Security Guard License (MC 11,s.96 Cat.III)	n/a	Mayor's Office / CSU
9	AGRICULTURAL TECHNICIAN II	AGRI 06	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Agriculture's Office
10	MGDH I/MUNICIPAL VETERINARIAN	MVO 01	24	791,628.00	Doctor of Veterinary Medicine	24 hours of managerial / supervisory relevant training	4 years Managerial/Supervisory experience in the practice of veterinary medicine	RA 1080	n/a	Municipal Veterinarian Office

11	ENVIRONMENTAL MANAGEMENT ESPECIALIST II	MENRO 01	15	313,308.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	2nd level	n/a	Mayor's Office/MENRO
12	ADMINISTRATIVE ASSISTANT I	MENRO 03	7	164,748.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Mayor's Office/MENRO
13	SPORTS AND GAMES INSPECTOR I	MSO 01	6	154,872.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Mayors's Office / MSO
14	LOCAL LEGISLATIVE STAFF OFFICER I	SB 16	11	217,932.00	Bachelor's Degree relevant to the job	none required	none required	2nd level	n/a	Office of the Sangguniang Bayan
15	LIBRARIAN II	SB 29	15	313,308.00	Bachelor's Degree in Library Science or Information	8 hours of relevant training	2 years of relevant experience	RA 1080	n/a	Office of the Sangguniang Bayan
16	COMPUTER OPERATOR II	SB 30	9	188,712.00	Completion of 2 yrs studies in college or High School Graduate with relevant vocational/trade course	none required	none required	1st Level/MC 11	n/a	Office of the Sangguniang Bayan
17	ADMINISTRATIVE AIDE III (Clerk I)	SB 20	3	128,676.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Sangguniang Bayan
18	ADMINISTRATIVE OFFICER V (Budget Officer III)	MBO 09	18	411,324.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	2nd level	n/a	Office of the Mun Budget Officer
19	ADMINISTRATIVE AIDE IV (Clerk III)	MTO 11	6	154,872.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Mun Treasurer
20	PROJECT DEVELOPMNET OFFICER III	MPDC 07	18	411,324.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	2nd level	n/a	Office of the MPDC
21	ASSESSMENT CLERK III	MAAs 15	9	188,712.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Office of the Mun Assessor
22	ASSESSMENT CLERK I	MAAs 05	4	136,884.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Mun Assessor
23	ASSESSMENT CLERK I	MAAs 06	4	136,884.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Mun Assessor
24	ADMINISTRATIVE AIDE III (Clerk I)	MAAs 08	3	128,676.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Mun Assessor
25	ADMINISTRATIVE AIDE I	MAAs 03	1	113,508.00	must be able to read and write	none required	none required	none required	n/a	Office of the Mun Assessor
26	ADMINISTRATIVE AIDE I	MAAs 19	1	113,508.00	must be able to read and write	none required	none required	none required	n/a	Office of the Mun Assessor
27	ADMINISTRATIVE ASSISTANT II	MAc 19	8	175,848.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Office of the Municipal Accountant

28	ADMINISTRATIVE ASSISTANT IV (Accounting Clerk II)	MAc 06	6	154,872.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Office of the Municipal Accountant
29	ADMINISTRATIVE ASSISTANT IV (Accounting Clerk II)	MAc 07	6	154,872.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1st Level	n/a	Office of the Municipal Accountant
30	ADMINISTRATIVE AIDE I (Laborer I)	MAc 15	1	113,508.00	must be able to read and write	none required	none required	none required	n/a	Office of the Municipal Accountant
31	ENGINEER III	ME 02	19	454,668.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	n/a	Office of the Mun Engineer
32	ADMINISTRATIVE AIDE III (Clerk I)	ME 09	3	128,676.00	Completion of two years studies in college	none required	none required	1st Level	n/a	Office of the Mun Engineer
33	REGISTRATION OFFICER I	MCR 02	10	202,152.00	Bachelor's Degree relevant to the job	none required	none required	2nd level	n/a	Office of the Mun Civil Registrar
34	ADMINISTRATIVE AIDE IV (Clerk II)	MCR 06	4	136,884.00	Completion of two years studies in college	none required	none required	CS Sub Professional	n/a	Office of the Mun Civil Registrar
35	MIDWIFE II	MHO 11	11	242,148.00	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	Office of the Mun Health Officer
36	MIDWIFE II	MHO 12	11	242,148.00	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	Office of the Mun Health Officer

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 September 19,2018.

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 present position for one (1) year (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:

LINA M. INTALAN

MGDH I / HRMO

M.L. Quezon Ave Brgy San Isidro, Angono, Rizal

hrmo.angono@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.