

Republic of the Philippines
List of Vacant Positions for Publication

Name of Agency: MUNICIPALITY OF SARIAYA

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	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	104	24	695,688.00	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	Three (3) years in development planning or in any related field	RA 1080 (Environmental Planner)		Office on Planning and Development
2	Clerk I	207	3	122,976.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Assessor
3	Plumber I	012	3	122,976.00	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96-Cat. II)		Office for Economic Enterprises Development & Management - Sariaya Waterworks System
4	Revenue Collection Clerk II	223; 224	7	159,684.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
5	Day Care Worker I	138	6	149,592.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Office of the Social Welfare and Development Services
6	Municipal Government Department Head I (Municipal Disaster Risk Reduction Management Officer)	279	24	695,688.00	Bachelor's Degree	Twenty four (24) hours of training in management and supervision on DRRM	Four (4) years in position involving management and supervision, one (1) year of which is relevant to DRRM	Career Service (Professional) Second Level Eligibility		Municipal Disaster Risk Reduction Management Office
7	Local Disaster Risk Reduction Management Assistant	280	8	170,832.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility		Municipal Disaster Risk Reduction Management 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 _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2016) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year;
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:

MARCELO P. GAYETA

Municipal Mayor

Mabini St. cor. Maharlika Highway, Poblacion 6,
Sariaya, Quezon

gilas.sariaya.quezon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date of Publication: July 4, 2018

Deadline: July 25, 2018