



Republic of the Philippines
MUNICIPALITY OF GLORIA
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
FO must

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Gloria Municipal Office in the CSC website:

GERMAN D. RODEGERIO

Municipal Mayor

Date: _____

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	Local DRRM Officer II	5	15	264,624.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/ 2nd Level Eligibility		MUNICIPAL MAYOR'S OFFICE
2	Administrative Officer II (HRMO I)	9	11	188,352.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd Level Eligibility		
3	Administrative Aide I (Utility Worker I)	24	1	95,820.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		
4	Administrative Aide VI (Clerk III)	51	6	132,972.00	Completion of 2 years studies in College	None Required	None Required	Career Service Subprofessional/ 1st Level Eligibility		MUNICIPAL CIVIL REGISTRAR'S OFFICE
5	Municipal Budget Officer	53	24	618,396.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None Required	3 years experience in government budgeting or in any related field	First grade or its equivalent		MUNICIPAL BUDGET OFFICE
6	Administrative Assistant III (Revenue Collection Clerk III)	63	9	163,068.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ 1st Level Eligibility		MUNICIPAL TREASURER'S

7	Administartive Assistant II (Local Treasury Operations Asst.)	65	8	151,848.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ 1st Level Eligibility		OFFICE
8	Administrative Aide IV (Assessment Clerk I)	77	4	116,688.00	Completion of 2 years studies in College	None Required	None Required	Career Service Subprofessional/ 1st Level Eligibility		MUNICIPAL ASSESSOR'S OFFICE
9	Admin. Officer II (Project Devt. Officer I)	80	11	188,352.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ 2nd Level Eligibility		MUNICIPAL PLANNING & DEVELOPMENT OFFICE
10	Agriculturist II	86	15	264,624.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility		MUNICIPAL AGRICULTURE'S OFFICE
11	Agricultural Technologist (5 Personnel Needed)	87, 89, 91-93	10	174,888.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ 2nd Level Eligibility		
12	Admin. Aide IV	109	4	116,688.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service Subprofessional/ 1st Level Eligibility		MUNICIPAL ENVIRONMENT & NATURAL RESOURCES 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 **January 26, 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:

SILVESTRE M. SARCIA

Admin. Officer IV/HRMO II

Municipality of Gloria, Gloria Oriental Mindoro

silvestresarcia@yahoo.com

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.