

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MUNICIPALITY OF MAGDALENA in the CSC website:

DAVID O. AVENTURADO, JR.

Municipal Mayor

Date: January 10, 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	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER	59	24	P 619,716.00	BACHELOR'S DEGREE IN SOCIAL WORK OR BACHELOR'S DEGREE PREFERABLY IN SOCIOLOGY OR ANY RELATED COURSE	NONE	3 YEARS EXPERIENCE IN THE PRACTICE OF SOCIAL WORK	FIRST GRADE OR ITS EQUIVALENT		LGU MAGDALENA
2	REVENUE COLLECTION CLERK II	44	7	P 135,180.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		LGU MAGDALENA
3	UTILITY WORKER II	90	3	P 104,856.00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11,S.96-CAT. III)		LGU MAGDALENA

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 25, 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:

HON. DAVID O. AVENTURADO, JR
MUNICIPAL MAYOR
MUNICIPALITY OF MAGDALENA
magdalena.officeofthemayor@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.