

**Republic of the Philippines  
MUNICIPALITY OF NAIC  
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 Naic, Cavite in the CSC website:

**HON. JUNIO C. DUALAN**

Municipal Mayor

Date: January 11, 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 Aide I	232	1/1	126,120.00	Must be able to read & write	None Required	None Required	None Required	_	Rural Health Unit
2	Administrative Aide IV (Clerk II)	227	4/1	136,884.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	Assessor's Office
3	Administrative Aide IV (Clerk II)	235	4/1	136,884.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	MENRO
4	Administrative Aide IV (Clerk II)	46	4/1	136,884.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	Vice-Mayor's Office
5	Administrative Aide VI (Clerk III)	234	6/1	154,872.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	MENRO
6	Administrative Aide VI (Clerk III)	226	6/1	154,872.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	Assessor's Office
7	Administrative Aide VI (Clerk III)	223	6/1	154,872.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Prof 1st Level Eligibility	_	HR Office
8	Agriculturist II	205	15/1	313,308.00	Bachelor's Degree in Agriculture preferably in Fisheries	Four (4) hrs of relevant training	One (1) year of relevant experience	Relevant RA 1080	_	Agriculture Office
9	Agricultural Technologist	177	10/1	202,152.00	Bachelor's Degree preferably in Fisheries	None Required	None Required	Relevant RA 1080	_	Agriculture Office
10	Electrician I	209	4/1	136,884.00	High School Graduate or completion of relevant vocational course/trade course	None Required	None Required	Electrician (Bldg. Wiring (250 volts) MC 10 2. 2013 Cat II	_	Engineering Office
11	Community Affairs Officer II	11	15/1	313,308.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional; 2nd Level eligibility	_	Mayor's Office
12	Market Inspector II	26	8/1	175,848.00	Completion of two (2) years studies in college	Four (4) hrs of relevant training	One (1) year of relevant experience	CS Sub-Prof 1st Level Eligibility		Market

13	Midwife II	228	11/1	242,148.00	Completion of Midwifery Course	Eight (8) hrs of relevant training	Two (2) years of relevant experience	RA 1080		Rural Health Unit
14	Medical Technologist II	231	15/1	384,120.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	Four (4) hrs of relevant training	One (1) year of relevant experience	RA 1080	_	Rural Health Unit
15	Municipal Government Department Head I	187	24/1	791,628.00	Bachelor's Degree	Twenty-four hrs of training in management & supervision	Four (4) years in position involving management & supervision	CS Professional; 2nd Level eligibility	_	HRM Office
15	Municipal Treasurer	123	24/1	791,628.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	Three (3) years experience in treasury or accounting service	First Grade or its equivalent	_	Treasurer's Office
17	Nurse I	229	11/1	242,148.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	_	Rural Health Unit
18	Project Development Officer I	208	11/1	217,932.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional; 2nd Level eligibility	_	MPDO
19	Project Development Officer IV	224	22/1	634,140.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional; 2nd Level eligibility	_	MPDO
20	Registration Officer III	80	18/1	411,324.00	Bachelor's Degree	Eight (8) hrs of relevant training	Two (2) years of relevant experience	CS Professional; 2nd Level eligibility	_	Registrar's Office
21	Supervising Adm. Officer (Accountant IV)	225	22/1	634,140.00	BS in Commerce/ Bus. Administration major in Accounting	Sixteen (16) hrs of relevant training	Three (3) years of relevant experience	RA 1080	_	Accounting Office
22	Ticket Checker	221	3/1	128,676.00	High School Graduate	None Required	None Required	None Required MC 11s. 96 Cat III	_	Business Permit & Licensing Unit
23	Ticket Checker	222	3/1	128,676.00	High School Graduate	None Required	None Required	None Required MC 11s. 96 Cat III	_	Business Permit & Licensing Unit

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 24, 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](http://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:

**Original Signed**

HON. JUNIO C. DUALAN

Municipal Mayor

Ibayo Silangan, Naic, Cavite

[hrd.naic@gmail.com](mailto:hrd.naic@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**