

Republic of the Philippines  
Municipality of Magallanes  
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 Magallanes in the CSC website:

HON. JASMIN ANGELLI M. BAUTISTA

Municipal Mayor

Date: 13-Jun-18

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 ASSISTANT II (CLERK IV)	112	SG 8	P 142,368.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Caree Service (Sub-professional First Level Eligibility)	N/A	Office of the Mayor
2	ADMINISTRATIVE ASSISTANT I (BOOKBINDER II)	113	SG 7	P 133,068.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE	NONE REQUIRED (MC 11, S. 96 - CAT III)	N/A	Office of the Mayor
3	LOCAL TREASURY OPERATION OFFICER III	114	SG 18	P 321,240.00	BACHELOR'S DEGREE IN ANY OF THE FOLLOWING FIELDS: MANAGEMENT ENGINEERING, ECONOMICS, BUSINESS ADMINISTRATION, COERCE, ACCOUNTING	3 YEARS OF EXPERIENCE IN REVENUE COLLECTION ACCOUNTING OR ANY RELATED FIELD	8 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROFESSIONAL) OR ITS EQUIVALENT	N/A	Office of the Municipal Treasurer
4	LOCAL REVENUE COLLECTION OFFICER II	115	SG 15	P 248,088.00	BACHELOR'S DEGREE PREFERABLY IN BUSINESS ADMINISTRATION, COMMERCE OR ANY OTHER RELATED COURSE.	3 YEARS OF EXPERIENCE IN REVENUE COLLECTION ACCOUNTING OR ANY RELATED FIELD	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE PROFESSIONAL (SECOND LEVEL ELIGIBILITY) OR ITS EQUIVALENT	N/A	Office of the Municipal Treasurer
5	REVENUE COLLECTION CLERK III	116	SG 9	152,880.00	BACHELOR'S DEGREE PREFERABLY IN BUSINESS ADMINISTRATION, COMMERCE OR ANY OTHER RELATED COURSE.	3 YEARS OF EXPERIENCE IN REVENUE COLLECTION ACCOUNTING OR ANY RELATED FIELD	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE PROFESSIONAL (SECOND LEVEL ELIGIBILITY) OR ITS EQUIVALENT	N/A	Office of the Municipal Treasurer
6	LOCAL TREASURY OPERATION ASSISTANT II	117	SG 8	P 142,368.00	PREFERABLY BACHELOR'S DEGREE IN ACCOUNTANCY, BUSINESS ADMINISTRATION, COMMERCE OR ANY OTHER RELATED COURSE. WITH COMPLETED TWO (2) YEARS STUDIES IN COLLEGE MAY ALSO APPLY	2 YEARS OF EXPERIENCE OR IN ANY RELATED FIELD	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE (SUB-PROFESSIONAL/FIRST LEVEL ELIGIBILITY) OR ITS EQUIVALENT	N/A	Office of the Municipal Treasurer
7	MANAGEMENT AND AUDIT ANALYST 1	118	SG	P 176,580.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL (SECOND LEVEL ELIGIBILITY)	N/A	Office of the Municipal Accountant

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 JUNE 28, 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:

Hon. Jasmin Angelli M. Bautista  
Municipal Mayor  
de Guia st. Poblacion IV, Magallanes, Cavite  
[magallanescavite1916@gmail.com](mailto:magallanescavite1916@gmail.com)

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