

Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF GLORIA

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

HON. GERMAN D. RODEGERIO

Municipal Mayor

Date: May 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Aide IV (Storekeeper I)	19	4	9,724.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Mayor's Office
2	Admin. Aide III (Utility Worker II)	22	3	9,110.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Mayor's Office
3	Admin. Aide IV (Clerk II)	52	4	9,724.00	Completion of two (2) years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Municipal Civil Registrar's Office
4	Admin. Officer V (Budget Officer III)	54	18	28,554.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility		Municipal Budget Office
5	Admin. Officer II (Local Revenue Coll. Officer I)	58	11	15,696.00	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility		Municipal Treasurer's Office

6	Admin. Aide VI (Disbursing Officer I)	59	6	11,081.00	Completion of two (2) years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Municipal Treasurer's Office
7	Admin. Aide V (Revenue Coll. Clerk I)	62	5	10,380.00	Completion of two (2) years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Municipal Treasurer's Office
8	Agricultural Technologist (2 Personnel Needed)	92 & 93	10	14,574.00	Bachelor's Degree relevant to the job	None required	None required	R.A. 1080		Municipal Agriculture's 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 June 13, 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. Authenticated Photocopy of certificate of eligibility/rating/license; and
4. Authenticated 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 Or. Mindoro

hrmo@gloria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.