

Republic of the Philippines  
Province of Laguna  
Municipality of Siniloan

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 Siniloan, Laguna in the CSC website:

  
EDUARDO R. TIBAY  
Municipal Mayor

Date: January 10, 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	Utility Foreman	21	6	11,773	Elementary School Graduate	None Required	None Required	None Required	MPP Updating/On-going	Office of the Mayor
2	General Services Officer	22	24	54,754	Bachelor's Degree preferably in Public Administration or Business Administration	None Required	3 years experience in management	Second Level Eligibility	MPP Updating/On-going	Office of the Mayor
3	MCOH I - Municipal Planning & Development Coordinator	50	24	54,754	Bachelor's Degree in Urban Planning, Development Studies Economics, Public Administration or any related course	None Required	3 years experience in development planning or in any Related field	RA 1080 (Environmental Planner)	MPP Updating/On-going	Office of the Municipal Planning & Development Coordinator
4	Zoning Officer II	51	15	23,430	Bachelor's Degree relevant to the job	4 Hours of relevant Training	1 year of relevant experience	Second Level Eligibility	MPP Updating/On-going	Office of the Municipal Planning & Development Coordinator
5	Local Treasury Operation Assistant	66	8	13,445	Completion of two years Studies in College	4 Hours of relevant Training	1 year of relevant experience	First Level Eligibility	MPP Updating/On-going	Office of the Municipal Treasurer

6	Nurse II	77	14		Bachelor of Science in Nursing	4 Hours of relevant Training	1 year of relevant experience	RA 1080	MPP Updating/On-going	Office of the Municipal Health Officer
7	Agricultural Technologist	96	10	15,484	Bachelor's Degree relevant to the job	None Required	None Required	Second Level Eligibility	MPP Updating/On-going	Office of the Municipal Agriculturist
8	Human Resource Management Officer II		15	23,430	Bachelor's Degree relevant to the job	4 Hours of relevant Training	1 year of relevant experience	Second Level Eligibility	MPP Updating/On-going	Office of the Municipal Human Resource Management Officer

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

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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:

Eduardo R. Tibay  
Municipal Mayor  
Municipality of Siniloan, Laguna  
[eduardotibay@rocket.com](mailto:eduardotibay@rocket.com)

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