

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: June 18, 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	SPECIAL OPERATIONS OFFICER I	92	10	P 168,468.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LGU MAGDALENA
2	COMPUTER OPERATOR I	93	7	P 137,292.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) DATA ENCODER (MC 11,S.96-CAT I)FIRST LEVEL ELIGIBILITY		LGU MAGDALENA
3	LICENSE INSPECTOR I	47	6	P 129,060.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		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 July 3, 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.