

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF MAMBURAO  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Mamburao in the CSC website:

  
JOEL C. PANALIGAN  
Municipal Vice Mayor

Date: July 16, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	ADMIN. ASSISTANT IV (BOOKBINDER IV)	01(2)2-12	10	15,910.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required MC 11, s. 96, Cat. III	N/A	SB Office
2	ADMIN. ASSISTANT IV (BOOKBINDER IV)	01(2)2-13	10	15,910.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required MC 11, s. 96, Cat. III	N/A	SB Office
3										
4										
5										

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 AUG 0 2 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:

JOEL C. PANALIGAN  
Municipal Vice Mayor  
3rd Floor, Municipal Building, Mamburao, Occ. Mindoro  
N/A

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

\*Note: This office highly encourages all interested and qualified applicants including Persons with Disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOG)