

**Republic of the Philippines
Municipal Government of Bansud
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipal Government of Bansud, Oriental Mindoro in the CSC website:

ANGEL M. SAULONG

(Head of Agency)

Date: _____

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	Cemetery Caretaker I	36	SG-2	108,804.00	Must be able to read & write	None Required	None Required	None Required	Delivering Service Excellence	Bansud, Oriental Mindoro
2	Project Evaluation Officer II	57	SG-15	281,160.00	Bachelor's Degree relevant to the job	Fou(4) hours of relevant training	one (1) year of relevant experience	CS Professional (Second Level Eligibility)	Planning and Delivering	Bansud, Oriental Mindoro
3	Municipal Treasurer	77	SG-24	657,048.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	Three (3) years experience in treasury or accounting service	First Grade Eligibility	Championing & Applying Innovations Cash Management	Bansud, Oriental Mindoro
4	Revenue Collection Officer Clerk I	82	SG-5	132,348.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional (First level Eligibility)	Cash Management	Bansud, Oriental Mindoro

APPLICATIONS WITH INCOMPLETE MANDATORY REQUIREMENTS WILL NOT BE ACCEPTED. PLEASE SEE LAST PAGE FOR THE LIST OF MANDATORY REQUIREMENTS

5	Administrative Aide III	84	SG-3	116,148.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional (First Level Eligibility)	Records Management	Bansud, Oriental Mindoro
6	Agricultural Technologist	122/125	SG-10	185,808.00	Bachelor's Degree relevant to the job	None Required	None Required	RA 1080	Delivering Service Excellence, Partnering and Networking	Bansud, Oriental Mindoro
7	Local Revenue Collection Officer II	78	SG-15	281,160.00	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional (Second Level Eligibility)	Delivering Service Excellence Solving Problems & Making Decisions	Bansud, Oriental Mindoro

VACANT POSITIONS ARE OPEN TO ALL APPLICANTS REGARDLESS OF AGE, SEX, SEXUAL ORIENTATION AND GENDER IDENTITY, CIVIL STATUS, DISABILITIES, RELIGION, ETHNICITY OR POLITICAL AFFILIATION.

Interested and qualified applicants should signify their interest in writing not later than **July 31, 2018**.

QUALIFIED APPLICANTS are advised to address their application to:

ANGEL M. SAULONG

Municipal Mayor
Bansud, Oriental Mindoro

Thru:

PILAR R. VITTO

MGDH-I (HRMO)
Municipal Human Resource Management Office

MANDATORY REQUIREMENTS

1. Fully accomplished Personal Data Sheet (PDS) with attached work experience sheet and with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Certificate of relevant trainings/seminars (if applicable);
3. Certified Photocopy of certificate of eligibility/rating/license; and
4. Certified Photocopy of Diploma and Transcript of Records.

Application for Promotion or Transfer should include the following;

1. At least two Very Satisfactory Performance Ratings in the present position
2. Clearances from money, property and work-related accountabilities from the appointee's former office (CSC Form No.7, s.2017)