

Republic of the Philippines  
Local Government Unit  
Request for Publication of Vacant Position

To : CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the **Local Government Unit of Mansalay, Oriental Mindoro** in the CSC website:

**HON. JOSE ILDEFONSO M. MALIWANAG**

Municipal Mayor

Date: July 16, 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	Engineer I	082	12/1	₱ 218,148.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	LGU Mansalay
2	Administrative Officer II (Budget Officer I)	095	11/1	₱ 200,124.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	N/A	LGU Mansalay
3	Administrative Aide I (Utility Worker I)	177 178	1/1	₱ 101,808.00	Must be able to read & write	None required	None required	None required	N/A	LGU Mansalay

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 \_\_\_\_\_.

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:**

**HON. JOSE ILDEFONSO M. MALIWANAG**

Municipal Mayor

Mansalay, Oriental Mindoro

[lgumansalay.hr@gmail.com](mailto:lgumansalay.hr@gmail.com)

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

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Assistant I (Computer Operator I)	123	7/1	₱ 150,804.00	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	CS Sub-Professional Data Encoder (MC 11, s. 96 - Cat.I) First Level Eligibility	N/A	LGU Mansalay
2	Local DRRM Assistant	044	8/1	₱ 161,340.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	CS Sub-Professional First Level Eligibility	N/A	LGU Mansalay

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