

Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF GLORIA

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Municipality of Gloria in the CSC website:

HON. GERMAN D. RODEGERIO

Municipal Mayor

Date: June 25, 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	Admin. Aide I (Utility Worker I)	27	1	7,985.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Mayor's Office
2	Admin. Officer II (Local Assessment Operations Officer I)	74	11	15,696.00	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility		Municipal Assessor's Office
3	Medical Technologist I	110	11	19,620.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	R.A. 1080		Municipal Health Office

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 10, 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. Authenticated Photocopy of certificate of eligibility/rating/license; and
4. Authenticated Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SILVESTRE M. SARCIA

Admin. Officer IV (HRMO II)

Municipality of Gloria, Gloria Or. Mindoro

hrmo@gloria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.