



Republic of the Philippines  
Municipality of MULLANAY  
Province of Quezon



Electronic copy to be submitted to the CSCFO  
must be in MS Excel format

**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of LGU Mulanay, Quezon in the CSC website:

**Mayor JOSELITO A. OJEDA**  
Mulanay, Quezon  
(Head of Agency)  
Date: July 9, 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	Administrative Officer I	8	11	217,933.20	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Accountancy Graduate	Municipal Accounting Office- LGU Mulanay, Quezon
2										
3										

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
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:

**Honorable JOSELITO A. OJEDA**  
Municipal Mayor  
Mulanay, Quezon  
[lgm.mulanay@yahoo.com](mailto:lgm.mulanay@yahoo.com)

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