

Republic of the Philippines
LOCAL GOVERNMENT OF PATNANUNGAN
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 of Patnanungan in the CSC website:



HON. RODERICK M. LARITA

Municipal Mayor

Date: 13-Jul-18

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 Aide IV (Clerk II)	3	SG 4	108,816	Completion of two (2) years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Patnanungan, Quezon
2	Administrative Aide I (UW I)	8	SG 1	86,434	Must be able to read and write	None Required	None Required	None Required (MC 11 s. 96-Cat. III)		Patnanungan, Quezon
3	Utility Foreman	11	SG 6	118,746	Elementary School Graduate	None Required	None Required	None Required (MC 11 s. 96-Cat. III)		Patnanungan, Quezon
4	MGADH 1-Assistant Municipal Treasurer	27	SG 22	472,454	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
5	Administrative Aide IV (Disbursing Officer I)	29	SG 6	118,746	Completion of two (2) years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Patnanungan, Quezon

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 31, 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. 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:

RODERICK M. LARITA

Municipal Mayor

Municipal Building J.P. Rizal St. Purok 2 Poblacion Patnanungan, Quezon

lgupatnanunganlarita@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Local Treasury Operations Officer I	37	SG 11	167,545	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
2	Local Revenue Collections Officer I	38	SG 11	167,545	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
3	Accounting Clerk III	41	SG 8	136,764	Completion of two (2) years studies in College	Four Hours (4) relevant training	One (1) year relevant experience	Career Service (Sub-Professional) First Level		Patnanungan, Quezon
4	Administrative Aide IV (Budget Aide)	45	SG 4	106,174	Completion of two (2) years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level		Patnanungan, Quezon
5	Budgeting Assistant	46	SG 8	135,144	Completion of two (2) years studies in College	Four Hours (4) relevant training	One (1) year relevant experience	Career Service (Sub-Professional) First Level		Patnanungan, Quezon

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CS Form No. 9
Series of 2017

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1	Registration Officer I	55	SG 10	155,481	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
2	Agricultural Technologist	57	SG 10	159,692	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
3	Social Welfare Officer I	59	SG 11	167,545	Bachelor's Degree on Social Work	None Required	None Required	RA 1080		Patnanungan, Quezon
4	Social Welfare Assistant	60	SG 8	135,144	Completion of two (2) years studies in College	Four Hours (4) relevant training	One (1) year relevant experience	Career Service (Sub-Professional) First Level		Patnanungan, Quezon
3	MGDH-Municipal Health Officer	61	SG 24	835,173	Doctor of Medicine	3 years experience as medical practitioner	None	RA 1080		Patnanungan, Quezon

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1	Local DRRM Officer II	68	SG 15	238,629	Bachelor's Degree	Four Hours (4) relevant training	One (1) year relevant experience	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon
2	Administrative Officer II (HRMO I)	69	SG 11	167,545	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Patnanungan, Quezon

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