

Republic of the Philippines
MUNICIPAL GOVERNMENT OF DOLORES
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 Dolores in the CSC website:

MARIO M. MILAN JR.

(Head of Agency)

Date: June 22, 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 | Municipal Civil Registrar I | 30 | 24 | 48,312.00 | Bachelor's Degree | none required | 3 years experience in registry work | Career Service Professional | n/a | Office of the Municipal Civil Registrar, Dolores, Quezon |
| 2 | Municipal Budget Officer I | 33 | 24 | 48,312.00 | Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course | none required | 3 years experience in government budgeting or in any related field | Career Service Professional | n/a | Office of the Municipal Budget Officer, Dolores, 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 13, 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:

MARIO M. MILAN JR.

Municipal Mayor

Brgy. Bulakin 2, Dolores, Quezon

lgudoloresquezon@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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| 3 | Municipal Assessor I | 48 | 24 | 48,312.00 | Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce or any related course | None | 3 years experience in real property assessment work or in any related field | RA 1080 (Real Estate Service) | n/a | Office of the Municipal Assessor, Dolores, Quezon |

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