

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF MAUBAN, QUEZON  
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 Unit of Mauban, Quezon in the CSC website.

FERNANDO O. LLAMAS  
Municipal Mayor

Date: 25-Jun-18

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	Administrative Assistant II (HRM Assistant)	Item No. 65	SG-8	14,654	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Please see attached file	Municipal Bldg. of Mauban, Quezon
2										
3										
4										
5										

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 16th of July 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](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:

CONCHITA MARTA B. MIRABUENO  
MGDH I - HRMO  
San Buenaventura St. Brgy. Rizaliana Mauban Quezon  
hrmo.mauban@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
MUNICIPALITY OF MAUBAN  
Province of Quezon

## HUMAN RESOURCE MANAGEMENT OFFICE

Core Competencies of Administrative Assistant II (HRM Assistant)

- a. Delivering Service Excellence
- b. Records Management (Database Management)
- c. Attention to Detail
- d. Interpersonal
- e. Curious

  
FERNANDO O. LLAMAS

Municipal Mayor

Date: 25-Jun-18

*"Dunong at Lakas para sa Magandang Bukas"*

Tel. No. (042) 7840-521 or Telefax (042) 7840-922