



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CAVITE
MUNICIPALITY OF MENDEZ-NUÑEZ
-000-
OFFICE OF THE MUNICIPAL MAYOR



13 December 2017

HON. KARIN LITZ P. ZERNA
Director IV
CSC Regional Office

Dear Dir. Zerna:

Submitting herewith our list of Vacant Positions requesting publication in the Commission's Bulletin of Vacant Position in the Government.

Thank you for your kind consideration.

Very truly yours,


CHRISTINE L. BOOK
Human Resource Mngt. Officer II

“Kaunlaran ng MENDEZ, Panindigan NATIN”

Office of Municipal Mayor , Ground Floor of Municipal Building Brgy. Pob. II, Mendez, Cavite
Telefax No. (046) 413-0601

13 December 2017

CIVIL SERVICE COMMISSION - REGION IV
OFFICE OF THE MUNICIPAL MAYOR
Mendez, Cavite
14 DEC 2017

REGION IV: Municipality of Mendez, Cavite: ADMINISTRATIVE AIDE I. (Utility Worker I), Item No. 19: **Basic Monthly Salary** P7,109 (*Allowances: PERA* P2,000.00) per month *Place of Assignment: OFFICE OF THE MUNICIPAL MAYOR: Education: MUST BE ABLE TO READ & WRITE: Experience: NONE REQUIRED: Training: NONE REQUIRED: Eligibility: NONE REQUIRED (MC 10 s, 2013 Cat. III): Date Received/Posted: December 13, 2017.*

REGION IV: Municipality of Mendez, Cavite: MUN. GOVT. DEPT. HEAD I (Mun. Planning & Devt. Coord.) SG 24/1 Item No. 52: **Basic Monthly Salary** P42,458 (*Allowances: PERA* P2,000.00, **RATA** 11,250.00) per month *Place of Assignment: OFFICE OF THE MPDC: Education: BACHELOR'S DEGREE PREFERABLY IN URBAN PLANNING, DEVT. STUDIES, ECONOMICS, PUBLIC ADMIN, OR ANY RELATED COURSE: Experience: THREE (3) YRS. EXPERIENCE IN GOVT. PLANNING OR ANY RELATED FIELD: Training: NONE REQUIRED: Eligibility: REGISTERED ENVIRONMENTAL PLANNERS: Date Received/Posted: December 13, 2017.*

REGION IV: Municipality of Mendez, Cavite: MUNICIPAL AGRICULTURIST **Basic Monthly Salary** P42,458 (*Allowances: PERA* P2,000.00, **RATA** 11,250.00) per month: *Place of Assignment: OFFICE OF THE MUN. AGRICULTURIST: Education: BACHELOR'S DEGREE IN AGRICULTURE, AGRICULTURAL ENGINEERING, FISHERIES TECHNOLOGY & VETERINARY MEDICINE: Experience: THREE (3) YRS. ACQUIRED EXPERIENCE IN AGRICULTURE OR ANY RELATED FIELD: Training: NONE REQUIRED: Eligibility: RA 1080 (Agriculture Board) ate Received/Posted: December 13, 2017.*

REGION IV: Municipality of Mendez, Cavite: LOCAL ASSESSMENT OPERATION OFFICER II **Basic Monthly Salary** P19,644 (*Allowance: PERA* P2,000.00) per month: *Place of Assignment: OFFICE OF THE MUN. ASSESSOR: Education: BACHELOR'S DEGREE: Experience: ONE (1) YR. RELEVANT EXPERIENCE: Training: FOUR (4) HRS. RELEVANT TRAINING: Eligibility: CAREER SERVICE PROFESSIONAL (2ns Level Eligibility): Date Received/Posted: December 13, 2017.*

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REGION IV: Municipality of Mendez, Cavite: ADMINISTRATIVE AIDE (Driver) (Casual) (6): **Basic Monthly Salary** P6,820 (*Allowances: PERA P2,000.00*) per month *Place of Assignment:* OFFICE OF THE MUNICIPAL MAYOR, OFFICE OF THE SB: *Education:* ELEMENTARY SCHOOL GRADUATE: *Experience:* NONE REQUIRED: *Training:* NONE REQUIRED: *Eligibility:* DRIVER'S LICENSE (MC 10 s, 2013 Cat. IV): Date Received/Posted: December 13, 2017.

REGION IV: Municipality of Mendez, Cavite: ADMINISTRATIVE AIDE III (Clerk) (Casual) (7): **Basic Monthly Salary** P7,040 (*Allowances: PERA P2,000.00*) per month *Place of Assignment:* OFFICE OF THE MAYOR, OFFICE OF THE SB, ACCOUNTING OFFICE, OFFICE OF THE MUN. ASSESSOR, RURAL HEALTH UNIT: *Education:* COMPLETION OF 2 YRS. STUDIES IN COLLEGE: *Experience:* NONE REQUIRED: *Training:* NONE REQUIRED: *Eligibility:* CAREER SERVICE SUB-PROFESSIONAL (1st Level Eligibility): Date Received/Posted: December 13, 2017.

REGION IV: Municipality of Mendez, Cavite: ADMINISTRATIVE AIDE I (Utility Worker) (Casual) (14) **Basic Monthly Salary** P6,820 (*Allowances: PERA P2,000.00*) per month: *Place of Assignment:* OFFICE OF THE MUN. MAYOR, OFFICE OF THE SB, OFFICE OF THE MUN. TREASURER, OFFICE OF THE LCR: *Education:* MUST BE ABLE TO READ & WRITE: *Experience:* NONE REQUIRED: *Training:* NONE REQUIRED: *Eligibility:* NONE REQUIRED (MC. 10 s, 2013 Cat. III): Date Received/Posted: December 13, 2017.

REGION IV: Municipality of Mendez, Cavite: TICKET CHECKER (Casual) (3) **Basic Monthly Salary** P6,820 (*Allowances: PERA P2,000.00*) per month: *Place of Assignment:* OFFICE OF THE MUN. TREASURER: *Education:* HIGH SCHOOL GRADUATE: *Experience:* NONE REQUIRED: *Training:* NONE REQUIRED: *Eligibility:* NONE REQUIRED (MC 10 s, 2013 Cat. III): Date Received/Posted: December 13, 2017.

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