

# CSC BULLETIN OF VACANT POSITION

MUNICIPAL GOVERNMENT OF VICTORIA  
Victoria Oriental Mindoro  
11 DECEMBER 2017

DR. JOSEPHINE A. ROSUELO-ALTURA  
Director II  
CIVIL SERVICE COMMISSION FIELD OFFICE  
Calapan City

Dear Director:

Respectfully submitting herewith vacant positions of this Municipal Government Unit of Victoria, Oriental Mindoro for publication in your CSC bulletin.

- |                               |   |
|-------------------------------|---|
| 1 .Position                   | : <b>MUNICIPAL TREASURER</b>  |
| Item No.                      | :84   |
| Salary Grade                  | :SG-24/1  |
| Salary per annum              | :PhP657,048.00  |
| Level                         | 2 <sup>nd</sup> Level   |
| Place of Assignment           | : Municipality of Victoria (Office of the Mun. Treasurer)                   |
| <i>Qualification Standard</i> |   |
| Education                     | : BACHELOR`S DEGREE PREFERABLY IN COMMERCE,<br>PUBLIC ADMINISTRATION OR LAW |
| Experience                    | : 3 years relevant experience in treasury or accounting service             |
| Training                      | : none required   |
| Eligibility                   | : 1 <sup>ST</sup> GRADE OR ITS EQUIVALENT                                   |
| 2. Position                   | : <b>MARKET SUPERVISOR III</b>  |
| Item No.                      | :23   |
| Salary Grade                  | :SG-18/1  |
| Salary per annum              | :PhP364068.00   |
| Level                         | 2 <sup>nd</sup> Level   |
| Place of Assignment           | : Municipality of Victoria (Office of the Mun. Mayor)                       |
| <i>Qualification Standard</i> |   |
| Education                     | : BACHELOR`S DEGREE   |
| Experience                    | : 2 years relevant experience   |
| Training                      | : 8 hours relevant training   |
| Eligibility                   | : Career Service Professional(2 <sup>nd</sup> Level Eligibility)            |

Prepared by:

**MANUEL V. MELO**  
HRMO-III

APPROVED:

**JOSELITO C. MALABANAN**  
Municipal Mayor

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*Civil Service Commission Field Office*

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- |                               |   |
|-------------------------------|---|
| 1 .Position                   | <b>:LOCAL LEGISLATIVE STAFF ASSISTANT II</b>                          |
| Item No.                      | :58   |
| Salary Grade                  | :SG-8/1   |
| Salary per annum              | :PhP161,340.00  |
| Level                         | 1 <sup>st</sup> Level   |
| Place of Assignment           | : Municipality of Victoria (Office of the Mun. Vice Mayor)            |
| <i>Qualification Standard</i> |   |
| Education                     | : Completion of two years in college                                  |
| Experience                    | : 1 year relevant experience  |
| Training                      | : 4 hrs. relevant training  |
| Eligibility                   | : Career Service Sub Professional (1 <sup>st</sup> Level Eligibility) |
| 2. Position                   | <b>:ADMINISTRATIVE AIDE IV (CLERK II)</b>                             |
| Item No.                      | :59   |
| Salary Grade                  | :SG-4/1   |
| Salary per annum              | :PhP123,984.00  |
| Level                         | 1 <sup>ST</sup> LEVEL   |
| Place of Assignment           | : Municipality of Victoria (Office of the Mun.Vice Mayor)             |
| <i>Qualification Standard</i> |   |
| Education                     | : Completion of two years studies in college                          |
| Experience                    | : None required   |
| Training                      | : None required   |
| Eligibility                   | : Career Service Sub-Professional(1 <sup>st</sup> Level Eligibility)  |

Prepared by:

**MANUEL V. MELO**  
HRMO-III

APPROVED:

**HON. IMELDA N. CALLO**  
Municipal Vice Mayor

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*Civil Service Commission Field Office*

*PUBLISHED AT CSC FO ORIENTAL MINDORO, CAPITOL COMPOUND, CALAPAN CITY*

