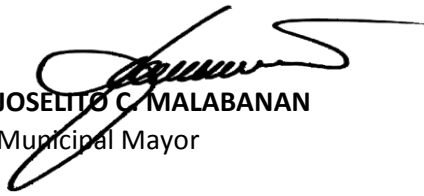


Republic of the Philippines  
Local Government Unit of Victoria  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Victoria in the CSC website:



JOSELITO C. MALABANAN  
Municipal Mayor

11-Dec-17

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competecy if aplicable	
1	Municipal Treasurer	84	SG - 24/1	P657,048.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	none required	3 years relevant experience in treasury or accounting service	1st Grade or its Equivalent		Municipality of Victoria (Office of the Municipal Treasurer)
2	Market Supervisor	23	SG - 18/1	P364,068.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	Career Service Professional (2nd Level Eligibility)		Municipality of Victoria (Office of the Mun. Mayor)
3	Local Legislative Staff Assistant II	58	SG - 8/1	P161,340.00	Completion of two years in college	none required	none required	Career Service Sub-Professional (1st level eligibility)		Municipality of Victoria (office of the Municipal Vice-Mayor)

4	Administrative Aide IV (Clerk II)	59	SG - 4/1	P123,984.00	Completion of two years in college	none required	none required	Career Service Sub- Professional (1st level eligibility)		Municipality of Victoria (office of the Municipal Vice- Mayor)
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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 January 10, 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 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:

JOSELITO C. MALABANAN  
Municipal Mayor  
Local Government Unit of Victoria  
Poblacion I, Victoria, Oriental Mindoro  
email address: melo\_tolentino27@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**