

Republic of the Philippines
MGO PINAMALAYAN, ORIENTAL MINDORO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PINAMALAYAN, ORIENTAL MINDORO in the CSC website:

NEMIA B. MONSANTO

HRMO

Date: 15-Feb-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	186	24	76,567.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	3 years experience in the practice of social work	First grade or its equivalent	Core, Organizational, and Leadership Competencies	Municipal Social Welfare and Development Office
2	Municipal Government Department Head I (Municipal Health Officer I)	160	24	85,074.00	Doctor of Medicine	None	3 years experience as medical practitioner	RA 1080	Core, Organizational, and Leadership Competencies	Municipal Health Office

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 March 02, 2021.

1. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with attached Work Experience Sheet;
2. Performance rating **in the last 2 rating periods** (if applying for promotion);
3. Certificate of eligibility/rating/license authenticated by issuing agency;
4. Photocopy of Transcript of Records;
5. Photocopy of birth certificate;
6. Photocopy of marriage certificate (if married woman);
7. Photocopy of certificates of trainings (if any);
8. Photocopy of certificates of employment (if any); and
9. Application letter specifying the desired position.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.