

Republic of the Philippines
MGO CANDELARIA, QUEZON
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 CANDELARIA, QUEZON in the CSC website:

ARELLANO L. ABAS
MGDH I / HRMO

Date: November 15, 2023

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	Administrative Assistant V (Data Controller III)	36	11	25661	Completion of two years studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	CS Subprofessional; Data Encoder (MC 11, s.96 - Cat.I)		Office of the Sangguniang Bayan Secretary
2	Administrative Aide IV (Driver II)	43	4	14927	Elementary School graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)		Office of the Municipal Administrator
3	Local Treasury Operations Officer I	131	11	26439	Bachelor's Degree	None required	None required	CS Professional		Office of the Municipal Treasurer
4	Midwife I	174	9	22219	Completion of Midwifery Course	None required	None required	R.A. 1080 (Midwife)		Rural Health Unit

5	Draftsman III	235	11	25661	Completion of two years studies in college or High School graduate with relevant	8 hours of relevant training	2 years of relevant experience	CS Subprofessional; Draftsman or Illustrator (MC 11, s.96 - Cat.I)		Office of the Municipal Engineer
6										
7										
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EOP Guidelines:

Job applicants shall be treated equally and shall be given the same set of opportunities regardless of their age, sex, race, disability, sexual orientation, culture or anything other than personal characteristics that might be discriminated against.

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 November 30, 2024.

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;
2. Performance rating **in the last rating period** (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:

ARELLANO L. ABAS
MGDH I / HRMO V
 Human Resource Management Office
hrmo@candelaria.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.