Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines MGO SAGADA, MOUNTAIN PROVINCE 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 SAGADA, MOUNTAIN PROVINCE in the CSC website:

MARY G. LIKIGAN
HRMO

Date: November 23, 2021

No.	Position Title	DI (''I I	Salary/	Monthly Salary	Qualification Standards					
	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Senior Agriculturist	A-2	18	30577	in Agriculture or other allied Courses such as	2 years of relevant experience	8 hours of relevant experience	Relevant RA 1080	n/a	Office of the Municipal Agriculturist
2	Engineer I	E-9	12	18236	Bachelor's Degree in Engineering relevant to the job	none required	none required	RA 1080	n/a	Office of the Municipal Engineer
3	Clerk IV	M-8	8	12776	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	n/a	Office of the Municipal Mayor
4	Construction & Maintenance Man	E-7	2	8953	Elementary School Graduate	none required	none required	none required (MC 11, s.96 - Cat. 111)	n/a	Office of the Municipal Engineer
5	Community Affairs Assistant II	SW-3	8	12776	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility	n/a	Municipal Social Welfare & Development Office
6	Assessment Clerk II	AS-3	6	11340	Completion of two years studies in college	none required	none required	Career Service (Sub Professional) First Level Eligibility	n/a	Office of the Municipal Assessor
7										

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 December 13, 2021.

- 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:

MARY G. LIKIGAN							
HRMO 111							
Sagada, Mountain Province							
sagada.mayor@yahoo.com							

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.