

Republic of the Philippines
MGO ALUBIJID, MISAMIS ORIENTAL
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

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

SHARRIFA KRISTINA ABADAY
HRMO

Date: 13-Jan-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 | Administrative Assistant V (Data Controller III) | 6 | 11 | 16737 | 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 | Career Service (Subprofessional) / Data Encoder (MC 11, S. 96 - Cat. I) First Level Eligibility | N/A | LGU Alubijid - Office of the Municipal Accountant | |
| 2 | Engineering Assistant | 11 | 8 | 13129 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | N/A | LGU Alubijid - Municipal Engineer's Office | |
| 3 | Construction and Maintenance Man | 12 | 2 | 9207 | Elementary School Graduate | None required | None required | None required | N/A | LGU Alubijid - Municipal Engineer's Office | |

The Local Government Unit of Alubijid encourages all interested and qualified applicants including persons with disability (PWD), and member of the indigenous communities irrespective of sexual orientation and gender identities. 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 31, 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:

EMMANUEL L. JAMIS, DVM
Municipal Mayor
LGU Alubijid, Misamis Oriental
lgu_alubijidmis.or@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.