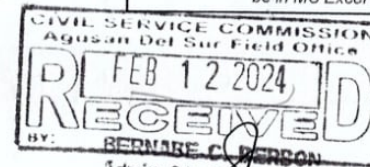


Republic of the Philippines
MGO PROSPERIDAD, AGUSAN DEL SUR
Request for Publication of Vacant Positions

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 PROSPERIDAD, AGUSAN DEL SUR in the CSC website:

MA. KATRINA D. SALAS, MPA
MA. KATRINA D. SALAS, MPA

AO I (Records Officer I)/HRMO-Designate

Date: 02/12/2024

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	Community Affairs Assistant II	A-20	8	17770	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	Municipal Mayor's Office
2	Administrative Aide IV (Clerk II)	A-08	4	14027	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Administrator's Office
3	Information Systems Researcher I	A-10	10	20858	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility	N/A	Information Technology Unit Office
4	Administrative Aide VI (Electronics Communications Equipment Technician I)	A-27	6	15798	Completion of two years studies in college or high School graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional) Electronics Equipment Technician (MC 10, s. 13-cat. II)	N/A	Information Technology Unit Office
5	Internal Auditor III	A-22	18	42053	Bachelor's degree relevant to the job	8 hours of relevant training	2 yrs. of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Services Office
6	License Inspector II	A-09	8	17770	Completion of 2 yrs. Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Licensing Office
7	Administrative Officer V (Human Resource Management Officer III)	A-11	18	42053	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Mun. Human Resource Management Office

8	Economic Researcher	H-05	9	19090	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning & Development Office
9	Administrative Aide IV (Bookbinder II)	H-06	4	14027	Elementary School Graduate	None required	None required	None required (MC 11,s. 96-Cat. III)	N/A	Municipal Planning & Development Office
10	Registration Officer I	G-02	10	20858	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Civil Registrar Office
11	Assistant Registration Officer	G-03	8	17770	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	Municipal Civil Registrar Office
12	Administrative Aide VI (Electronics and Communications Technician I)	G-05	6	15798	Completion of two years studies in college or high School graduate with relevant vocational/trade course	None required	None required	Career Service Sub-Professional Electronics equipment technician (MC 10, s. 13-cat. II)	N/A	Municipal Civil Registrar Office
13	Administrative Assistant II (Budgeting Assistant)	E-03	8	17770	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	Municipal Budget Office
14	Administrative Assistant II (Budgeting Assistant)	E-04	8	17770	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	Municipal Budget Office
15	Administrative Aide IV (Budgeting Aide)	E-05	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Budget Office
16	Accountant III	F-02	19	46221	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	N/A	Municipal Accounting Office
17	Administrative Assistant II (Bookkeeper I)	F-04	8	17770	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	Municipal Accounting Office
18	Administrative Aide VI (Accounting Clerk II)	F-06	6	15798	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office
19	Administrative Aide IV (Accounting Clerk I)	F-07	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office
20	Administrative Aide IV (Clerk II)	F-08	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office

21	Revenue Collection Clerk II	D-09	7	16758	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
22	Revenue Collection Clerk II	D-10	7	16758	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
23	Revenue Collection Clerk II	D-12	7	16758	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
24	Revenue Collection Clerk III	D-13	9	19090	Completion of two years studies in college	4 hours of relevant Training	1 yr. of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
25	Process Server	D-14	5	14889	High School Graduate	none required	none required	None required (MC 11,s. 96-Cat. III)	N/A	Municipal Treasury Office
26	Assessment Clerk I	C-04	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Assessor Office
27	Tax Mapping Aide	C-06	4	14027	High School Graduate or completion of relevant vocational/trade course	none required	none required	None required (MC 11,s. 96-Cat. III)	N/A	Municipal Assessor Office
28	Engineer II	I-02	16	35705	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	N/A	Municipal Engineering Office
29	Administrative Aide IV (Clerk II)	I-06	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Engineering Office
30	Agriculturist II	L-03	15	32957	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture Office
31	Agriculturist II	L-16	15	32957	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture Office

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32	Agricultural Technologist	L-07	10	20858	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Municipal Agriculture Office
33	Agricultural Technologist	L-09	10	20858	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Municipal Agriculture Office
34	Environmental Management Specialist II	M-01	15	32957	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility	N/A	Municipal Environmental and Natural Resources Office
35	Forest Ranger	M-03	4	14053	High School Graduate	none required	none required	None required (MC 11,s. 96-Cat. III)	N/A	Municipal Environmental and Natural Resources Office
36	Social Welfare Officer III	K-02	18	42053	Bachelor's degree in social work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)	N/A	Municipal Social Welfare and Development Office
37	Social Welfare Assistant	K-04	8	17770	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	Municipal Social Welfare and development Office
38	Disability Affairs Assistant	P-01	8	17770	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	Person with Disability Affairs Office
39	Medical Technologist III	J-06	18	46725	Bachelor's degree in Medical Technology	8 hours of relevant training	2 years of relevant experience	RA1080 (Medical Technologist)	N/A	Municipal Health Office
40	Health Education and Promotion Officer III	J-27	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Health Office
41	Midwife II	J-17	11	27000	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
42	Sanitation Inspector II	J-21	8	19744	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	Municipal Health Office
43	Administrative Aide III (Driver I)	J-28	3	14678	Elementary School Graduate	none required	none required	Driver License (MC 11,s. 96-Cat. II)	N/A	Municipal Health Office

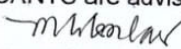
44	Dental Aide	J-22	4	14027	High School Graduate	none required	none required	None required (MC 11, s. 96-Cat. III)	N/A	Municipal Health Office
45	Tourism Operations Officer II	O-01	15	32957	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Tourism Office
46	Tourism Operations Officer I	O-02	11	24300	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Tourism Office
47	Market Supervisor III	A1-02	18	42053	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Economic Enterprise Office
48	Administrative Aide III (Clerk I)	A1-04	3	13210	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Economic Enterprise Office
49	Revenue Collection Clerk I	A1-13	5	14889	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Economic Enterprise Office
50	Administrative Aide I (Utility Worker I)	A1-14	1	11700	must be able to read & write	none required	none required	None required (MC 11, s. 96-Cat. III)	N/A	Municipal Economic Enterprise 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 February 29, 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.

Note: This office observes equal opportunity for PWD, Women, LGBTQ+

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


MA KATRINA D. SALAS, MPA

AO I (Records Officer I)/HRMO-Designate

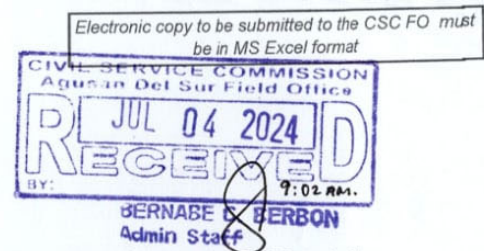
Poblacion, Prosperidad, Agusan del sur

hrmoprosperidad@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

1 copy

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MGO PROSPERIDAD, AGUSAN DEL SUR
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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msalas
MA. KATRINA D. SALAS, MPA

AO I (Records Officer I)/HRMO-Designate

Date: 07/4/2024

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	Public Services Foreman	A-15	6	15798	High School Graduate	None required	None required	None required (MC 11, s. 1996- Cat. III)	N/A	Municipal General Services 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 July 24, 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);
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Poblacion, Prosperidad, Agusan del sur

hrmoprosperidad@gmail.com

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Republic of the Philippines
MGO PROSPERIDAD, AGUSAN DEL SUR
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 PROSPERIDAD, AGUSAN DEL SUR in the CSC website:

MA. KATRINA D. SALAS, MPA
AO V (HRMO III)/HRMO-Designate

Date: 7/16/2024

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	Local Legislative Staff Officer I	B2-09	11	24300	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	Secretary to the Sangguniang Bayan 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 August 9, 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.

Note: This office observes equal opportunity for PWD, Women, LGBTQ+

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. KATRINA D. SALAS, MPA
MA. KATRINA D. SALAS, MPA
AO V (HRMO III)/HRMO-Designate
Poblacion, Prosperidad, Agusan del sur
hrmoprosperidad@gmail.com

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