

Republic of the Philippines  
**MAINIT MUNICIPAL GOVERNMENT**  
MAINIT, SURIGAO DEL NORTE  
**REQUEST FOR PUBLICATION OF VACANT POSITIONS**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of MUNICIPAL GOVERNMENT OF MAINIT in the CSC website:

**CRISANTA O. MONDANO**

Municipal Mayor

Date: June 26, 2018

No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary (Peso)	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Gov't. Assistant Department Head I (Assistant Mun. Treasurer)	35	22/1	475,044.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years experience in treasury services	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office, LGU-Mainit, Surigao del Norte
2	Administrative Aide IV (Clerk II)	15	4/1	109,392.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		Human Resource Office, LGU-Mainit, Surigao del Norte
3	Local Disaster Risk Reduction Mgt. Officer II	117	15/1	248,088.00	Bachelor's degree with 9 units in disaster risk mgt. related subjects	4 hours of relevant training	1 year of relevant training	Career Service (Professional) Second Level Eligibility		MDRRM Office LGU-Mainit, Surigao del Norte

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 20, 2018:

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**HON. CRISANTA O. MONDANO**

Municipal Mayor

Mainit, Surigao del Norte

Thru: **SUSIE E. MOSENDE**

Human Resource Management Officer

email add: [susiemosende@yahoo.com](mailto:susiemosende@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

**MAINIT MUNICIPAL GOVERNMENT**  
**MAINIT, SURIGAO DEL NORTE**  
**REQUEST FOR PUBLICATION OF VACANT POSITIONS**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of MUNICIPAL GOVERNMENT OF MAINIT in the CSC website:

**CRISANTA O. MONDANO**

Municipal Mayor

Date: June 26, 2018

No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary (Peso)	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Electrician II	77	6/1	124,656.00	High School Graduate or Completion of relevant/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11,s.96-CAT I)		Municipal Engineering Office, LGU-Mainit, Surigao del Norte
2	Heavy Equipment Operator II	79	6/1	124,656.00	High School Graduate or Completion of relevant/trade course	None required	None required	Heavy Equipment Operator (MC 11,s.96-Cat.I)		Municipal Engineering Office, LGU-Mainit, Surigao del Norte
3	Sanitation Inspector I	94	6/1	166,212.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility		Rural Health Unit & FP Center, LGU-Mainit, Surigao del Norte

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 20, 2018:

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**HON. CRISANTA O. MONDANO**

Municipal Mayor

Mainit, Surigao del Norte

Thru: **SUSIE E. MOSENDE**

Human Resource Management Officer

email add: [susiemosende@yahoo.com](mailto:susiemosende@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**