

Republic of the Philippines
Province of Iloilo
MUNICIPALITY OF MIAGAO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the MUNICIPALITY OF MIAGAO in the CSC website:

MACARIO N. NAPULAN, M.D.

Municipal Mayor

Date: October 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Assistant Municipal Treasurer	2	22	570,060	Bachelor's degree preferably in commerce, public administration or law from a recognized college or university	None required	Three (3) years of experience in accounting or treasury service	Career Service (Professional) Second Level Eligibility	<p>Achievement Orientation - able to effectively work within structures, following step by step process and ability to use internal and external resources to achieve individual, team and organizational goals.</p> <p>Organization Skills and Service Delivery - demonstrates ability to distribute and/or assign work or goals to individuals based on their capability, prioritising, sequencing and scheduling their work effectively and identifies opportunities for improving individual, team and agency performance.</p> <p>Cash Management- communicates the importance of the revenue program and accurately update it using all available information according to actual disbursements and maintains accurate records of government disbursements and payments processed.</p> <p>Relationship Management - able to contribute to the delivery of the outputs in a group environment through positive and responsible communication, interaction, and cooperation with teammates and colleagues.</p>	Office of the Municipal Treasurer, LGU-Miagao
2	Administrative Aide VI	6	6	149,592	Completion of two (2) year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	<p>Achievement Orientation - able to effectively work within structures, following step by step process and ability to use internal and external resources to achieve individual, team and organizational goals.</p> <p>Information and Records Management - able to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents.</p> <p>Strategic Planning - conducts research and gathers data and information to support corporate planning and consolidates issues and concerns of the LGU with regard to its targets and accomplishments.</p> <p>Relationship Management - able to contribute to the delivery of the outputs in a group environment through positive and responsible communication, interaction, and cooperation with teammates and colleagues.</p>	Office of the Municipal Planning and Development Coordinator, LGU-Miagao
									<p>Achievement Orientation - able to effectively work within structures, following step by step process and ability to use internal and external resources to achieve individual, team and organizational goals.</p>	

3	Administrative Aide IV	5	4	131,280	Completion of two (2) year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	<p>Information and Records Management - able to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents.</p> <p>Administrative Support and Service Delivery - able to demonstrate depth of knowledge and skills related to different administrative services needed in the organizational operations.</p> <p>Relationship Management - able to contribute to the delivery of the outputs in a group environment through positive and responsible communication, interaction, and cooperation with teammates and colleagues.</p>	Office of the Municipal Mayor, LGU-Miagao
4	Administrative Aide IV	9	4	131,280	Completion of two (2) year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	<p>Achievement Orientation - able to effectively work within structures, following step by step process and ability to use internal and external resources to achieve individual, team and organizational goals.</p> <p>Information and Records Management - able to organize, maintain, retrieve and ensure the proper use and disposition of records and office documents.</p> <p>Numeracy and Analytical Thinking- can manage and respond to the numeric demands of the job role in terms of number sense, operation sense, computation, probability and statistics.</p> <p>Cash Management - issues accurate and timely receipts and ensures government funds are deposited to the correct accounts.</p>	Municipal Economic Enterprise Office-Operation of Market, LGU-Miagao

Interested and qualified applicants regardless of gender, civil status, disability, ethnicity and religion should signify their interest in writing.

Attach the following documents to the application letter and send to the address below not later than **November 2, 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;
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
5. Certificate/s of Training/s.

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

MACARIO N. NAPULAN, M.D.
Municipal Mayor
Mueda Street, Miagao, Iloilo
alli_angeli@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.