

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:

ANGELI M. ALLI

Supervising Administrative Officer

Date: December 14, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide IV	19	4	10,940	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 organisational 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>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 Treasurer, LGU-Miagao
2	Nurse II	7	14	22,761	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	<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 organisational 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>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 Health Officer, 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 **December 30, 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:

ANGELI M. ALLI

Supervising Administrative Officer

Mueda Street, Miagao, Iloilo

alli_angeli@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

