

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: May 27, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
					1	Municipal Treasurer	1	24		

2	Revenue Collection Clerk II	7	7	13,729	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>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. 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
3	Administrative Aide IV	3	4	11,407	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>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. 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>	General Services Office

4	Administrative Aide VI	6	6	12,906	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>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. 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 Accountant
5	Administrative Assistant II	3	8	14,654	Completion of two (2) year studies in college	1 year of relevant experience	4 hours of relevant training	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>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. 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>	MEEO-Operation of Market

6	Midwife II	24	8	14,654	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 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 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. 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 Health Officer
7	Agricultural Technologist	5	10	16,846	Bachelor's degree relevant to the job	None required	None required	RA 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 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. 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 Agriculturist

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 **June 14, 2019**.

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;
4. Photocopy of Transcript of Records; and
5. Photocopy of Certificate of Trainings.

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
hrmo.lgumiagao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

