

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: July 16, 2019

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	Revenue Collection Clerk II	9	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.</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

2	Revenue Collection Clerk I	6	5	12,133	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.</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>	MEEO-Operation of Slaughterhouse
3	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 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 Planning and Development Coordinator

4	Administrative Aide IV	9	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 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>	MEEO-Operation of Market
5	Assistant Municipal Treasurer	2	22	52,845	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) 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.</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

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 **August 5, 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:

ANGELI M. ALLI

Supervising Administrative Officer

