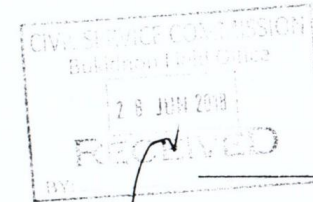


Republic of the Philippines
 CITY GOVERNMENT OF MALAYBALAY
 Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Malaybalay City Government in the CSC website:



IGNACIO W. ZUBIRI
 (Head of Agency)

Date: JUN 28 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Community Affairs Assistant I	38	5	161 772	Completion of 2 years studies in college	None Required	None Required	Career Service SubProfessional (1st level eligibility)	CMO
2	LDRRMO IV	67	22	704 604	Bachelor's degree	24 hours of relevant training of DRRM	4 yrs in position involving mgn t & supervision; 1 yr of which is relevant to DRRM	Career Service Professional (2nd level eligibility)	CMO
3	Registration Officer I	228	10	224 616	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (2nd level eligibility)	DDRO
4	Admin. Officer III (Records Officer II)	300	14	317 928	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd level eligibility)	CAO

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 _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC 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

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

CITY HUMAN RESOURCE MANAGEMENT OFFICE
 MALAYBALAY CITY HALL, CASISANG MALAYBALAY CITY
hrm@malaybalay.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

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					Education	Training	Experience	Eligibility	
8	Livestock Inspector II	483	8	195,384	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional 1st level eligibility	CVO
9	Dentist I	683	13	290,688	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	CHO
10	Admin Officer III (Records Off. II)	700	14	317,928	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (2nd level eligibility)	CSWDO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Revenue Collection Clerk II	357	7	183,048	Completion of 2 years studies in college	None required	None required	CS Subprofessional 1st level eligibility		CTO
6	Admin. Officer V (Records Officer III)	360	18	457,020	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional (2nd level eligibility)		CTO
7	Admin. Assistant II (Clerk IV)	362	8	195,384	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional 1st level eligibility		CTO

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