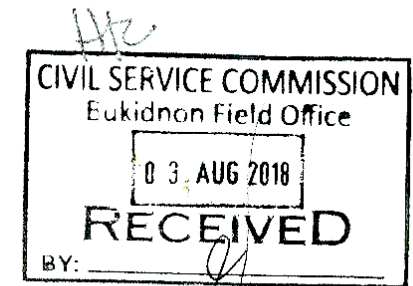


Electronic copy to ebe submitted to the CSC FO
must be in MS format

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



To: CIVIL SERVICE COMMISSION (CSC)

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

ROLAND F. DETICIO

(Head of Agency)

Date: **AUG 03 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 (Clerk II) | 136 | 4 | 12,674.00 | Completion of 2 years studies in college | None Required | None Required | CS Subprofessional 1st level eligibility | n/a | SPO |
| 2 | Administrative Aide III (Audio-Visual Equipment Operator I) | 143 | 3 | 11,914.00 | High School graduate or Completion of relevant Vocational trade Course | None Required | None Required | Category II (MC 10, s. 2013) | n/a | SPO |

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

AUG 20 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.

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

MAGNOLIA O. IMPROGO

CHRMO

Barangay Casisang, Malaybalay, Bukidnon

chrmo.mlybly@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.