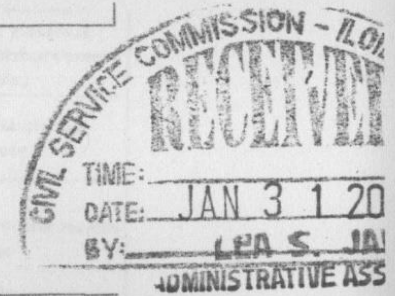


Republic of the Philippines  
Province of Iloilo  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Mina in the CSC website:

*Felne P. Novo*  
FELNE P. NOVO

HRMO IV

Date: January 30, 2020

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	Executive Assistant IV	3	22	39025	Bachelor's Degree	16 hours of training	3 years of experience	Career Service (Professional) Second Level Eligibility	*Delivering Service Excellence Intermediate: Delivers and adds value to customers standards and requirements. Championing and applying innovations Intermediate: Contributes new ideas, approaches and solutions	Office of the Municipal Mayor
2	LDRRM Officer II	4	15	19801.5	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Professional) Second Level Eligibility	Intermediate : Demonstrates compliance to policies, rules and other standards set by the office. Delivering Service Excellence Intermediate : Delivers and adds value to customers standards and requirements.	Office of the Local Disaster Risk Reduction Management
3	Bookbinder III	5	7	10514	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	Office of the Municipal Administrator
4	Messenger	6	2	7653.5	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	Office of the Municipal Administrator
5	Planning Officer II	2	15	19801.5	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Planning and Delivering Basic: Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group.	Office of the Municipal Planning and Development Coordinator
6	Bookbinder IV	5	10	12927.5	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s.96 - Cat. III)	N/A	General Services Staff
7	Storekeeper IV (A)	4	11	13929.5	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	General Services Staff

	Tax Mapping Aide	13	4	8690.5	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	Treasurer (A. Revenue Collection and Disbursement Services)
9	Tax Mapping Aide	4	4	8690.5	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	Office of the Municipal Assessor
10	Sanitation Inspector III	8	11	13929.5	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	*Delivering Service Excellence Intermediate: Delivers and adds value to customers standards and requirements.	Office of the Municipal Health Officer
11	Midwife I	13	6	9967	Completion of the Midwifery Course	None Required	None Required	R.A. 1080	Delivering Service Excellence	Office of the Municipal Health Officer
12	Nurse III	4	16	21633.5	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	*Exemplifying Integrity: Demonstrates compliance to policies, rules and other standards set the office. *Delivering Service Excellence Intermediate: Delivers and adds value to customers standards and requirements.	Office of the Municipal Health Officer
13	Social Welfare Assistant	6	8	11235	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Social Welfare and Development Officer
14	Environmental Management Specialist II	2	15	19801.5	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	*Exemplifying Integrity: Demonstrates compliance to policies, rules and other standards set the office. *Delivering service excellence.	Office of the Municipal Environment and Natural Resources (MENRO)
15	Bookbinder II	10	4	8690.5	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	Operations of Municipal Market /Slaughterhouse ( Slaughterhouse Section)

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 February 17, 2020

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](http://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:

FELNE P. NOVO  
HRMO IV  
Patarata St., Mina, Iloilo  
[minaigu@yahoo.com](mailto:minaigu@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Posting Date: January 31, 2020

Closing Date : February 17, 2020