

Republic of the Philippines  
Local Government Unit of Mangaldan, Pangasinan  
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 Mangaldan in the CSC website:

HON. BONA FE DE VERA - PARAYNO  
(Head of Agency)

Date: 11-Jan-18

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 (Acctg. Clerk I)	107	4	P 10,940.00	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		Mun. Accounting Office
2	Administrative Aide IV (Clerk II)	118	4	P 10,940.00	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		HRMO
3	Mun. Gov't. Dept. Head I (Municipal Population Officer)	124	24	P 57,974.00	Bachelor's degree w/ specialized training in population	3 years relevant experience	24 hours of relevant training	First Grade Civil Service Eligibility		Mun. Population Office
4	Administrative Aide III (Utility Worker II)	203	3	P 10,248.00	Must be able to read and write	none required	none required	none required (MC II, s. 96 – Cat. III)		General Services Office

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 (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:

Hon. Bona Fe de Vera - Parayno  
Municipal Mayor  
Rizal Avenue, Poblacion, Mangaldan, Pangasinan

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