

Republic of the Philippines
Province of Bulacan
Municipality of Marilao
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 Marilao** in the CSC website:

JUANITO H. SANTIAGO
(Head of Agency)

Date: _____

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 III (Utility Worker II)	1015-021	3	10,723.00	Must be able to read and write	None Required	None Required	None Required	n/a	Business Permit and Licensing Office
2	Administrative Aide V (Clerk III)	1022-005	6	12,906.00	Completion of two years studies in college	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Secretary to the Sangguniang Bayan
3	Administrative Aide IV (Clerk II)	1022-006	4	11,407.00	Completion of two years studies in college	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Secretary to the Sangguniang Bayan
4	Administrative Aide III(Driver I)	1022-013	3	10,723.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat.II)	n/a	Secretary to the Sangguniang Bayan
5	Midwife III	4411-014	13	21,802.00	Completion of Midwifery Course	8hrs of relevant training	2 years of relevant experience	RA 1080	n/a	Municipal Health Services Office

6	Medical Lab Tech. II	4411-047	8	14,654.00	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4hrs of relevant training	1 year relevant experience	RA 1080 (Medical Laboratory Technician)	n/a	Municipal Health Services Office
7	Medical Lab Tech. I	4411-048	6	12,906.00	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080 (Medical Laboratory Technician)	n/a	Municipal Health Services Office
8	Electrical Inspector II	8751-005	8	14,654.00	High School Graduate or Completion of relevant vocational/trade course	4hrs of relevant training	1 year relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11,s.96 - Cat.I)	n/a	Municipal Engineering Office
9	Draftsman I	8751-006	6	12,906.00	Completion of 2yrs. studies in college or High school graduate w/ a relevant vocational trade course	None Required	None Required	Career Service (Subprofessional)Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	n/a	Municipal Engineering Office
10	Draftsman I	8741-002	6	12,906.00	Completion of 2yrs. studies in college or High school graduate w/ a relevant vocational trade course	None Required	None Required	Career Service (Subprofessional)Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	n/a	Municipal Architectural Planning and Design Office
11	Administrative Assistant IV (Bookbinder IV)	1041-011	10	16,846.00	Elementary School Graduate	8hrs of relevant training	2 years of relevant experience	None required (MC 11,s. 96 - Cat. III)	n/a	Planning and Development Office
12	Social Welfare Officer I	7611-004	11	18,161.00	Bachelor's degree in Social Work	None Required	None Required	RA1080 (Social Worker)	n/a	Municipal Social Welfare and Development Office
13	Human Resource Management Aide	1032-005	4	11,407.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Human Resource management Office

14	Administrative Aide III (Clerk I)	1032-006	3	10,723.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Human Resource management Office
15	Labor and Employment Officer III	1011-009	16	28,589.00	Bachelor's degree	4hrs of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the Mayor
16	Stenographic Reporter IV	1022-015	13	21,802.00	Completion of two years studies in college	16hrs of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Secretary to the Sangguniang Bayan
17	Community Affairs Officer III	7611-020	18	34,277.00	Bachelor's degree	8hrs of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Municipal Social Welfare and Development Office
18	Data Controller III	1041-013	11	18,161.00	Completion of 2yrs. studies in college or High school graduate w/ a relevant vocational trade course	8hrs of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First level Eligibility	n/a	Planning and Development Office
19	Administrative Assistant IV (Bookbinder IV)	1041-012	10	16,846.00	Elementary School Graduate	8hrs of relevant training	2 years of relevant experience	None required (MC 11,s. 96 - Cat. III)	n/a	Planning and Development Office
20	Administrative Assistant IV (Bookbinder IV)	8811-004	10	16,846.00	Elementary School Graduate	8hrs of relevant training	2 years of relevant experience	None required (MC 11,s. 96 - Cat. III)	n/a	Public Market
21	Assistant Registration Officer	1051-003	8	14,654.00	Completion of 2 years studies in college	4hrs of relevant training	1 year of relevant experience	Career Service (subprofessional) First Level Eligibility	n/a	Municipal Civil Registry

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 September 27, 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.

For applicants with disability, the agency will provide assistance and make necessary adjustment if needed.

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

Mercedita H. del Rosario

Human Resource Management Officer V

2nd Flr. Municipal Building, Patubig Marilao, Bulacan

hrmo_marilao@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.