

Republic of the Philippines  
**MGO MLANG, NORTH COTABATO**  
Request for Publication of Vacant Positions

Date: 04 SEP 2024  
Time: \_\_\_\_\_  
ID No. \_\_\_\_\_  
Name, Designation & Signature

To: CIVIL SERVICE COMMISSION (CSC)

**MARLYN Q. PORRAS**  
HRMO

Date: **September 4, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Planning Assistant	E-6	8	17,770.00	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	Municipal Planning and Development Office
2	Administrative Assistant II (Labor General Foreman)	G-5	8	17,770.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96, Cat. III)	n/a	General Services Office
3	Administrative Assistant II (Accounting Clerk III)	I-7	8	17,770.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Municipal Accountant
4	Administrative Aide VI (Accounting Clerk II)	I-8	6	15,798.00	Completion of two year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Municipal Accountant
5	Revenue Collection Clerk I	J-6	5	14,889.00	Completion of two year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Municipal Treasurer
6	Revenue Collection Clerk I	J-22	5	14,889.00	Completion of two year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Municipal Treasurer
7	Revenue Collection Clerk I	J-26	5	14,889.00	Completion of two year studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	Office of the Municipal Treasurer
8	Municipal Government Department Head I (Municipal Social Welfare & Development Officer)	O-1	24	81,070.00	Bachelor's degree in social work	None required	3 years experience in the practice of social work	RA 1080 as amended (Social Work)	n/a	Municipal Social Welfare and Development Office
9	Veterinarian II	P-3	16	35,705.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	n/a	Municipal Agriculture Office
10	Meat Inspector II	S-15	8	17,770.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Professional) First Level Eligibility	n/a	Operation of Market & Slaughterhouse

The Municipal Government of M'lang upholds Equal Opportunity Principle "that there is no discrimination in selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation".

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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 19, 2024.

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 last rating period (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:

**ATTY. RUSSEL M. ABONADO**

Municipal Mayor

MGO M'lang, Cotabato

[rumlang\\_mayorsoffice@yahoo.com](mailto:rumlang_mayorsoffice@yahoo.com)

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