

Republic of the Philippines  
**MGO CULION, PALAWAN**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of MGO CULION, PALAWAN in the CSC website:

**MA. VIRGINIA N. DE VERA**

(Head of Agency)

Date: 8/18/2023

| 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 II (Messenger)       | 11                 | 2                      | 11055          | Elementary Graduate            | None required | None required | None required  | N/A                        | Office of the Municipal Mayor                                  |
| 2   | Administrative Aide II (Messenger)       | 120                | 2                      | 11055          | Elementary Graduate            | None required | None required | None required  | N/A                        | Office of the Municipal Engineer                               |
| 3   | Administrative Aide III (Driver I)       | 160                | 3                      | 11742          | Elementary Graduate            | None required | None required | Driver's License (Professional) MC 11, s. 96 - Cat II) | N/A                        | Office of the Municipal Disaster Risk Reduction and Management |
| 4   | Administrative Aide I (Utility Worker I) | 93                 | 1                      | 10400          | Must be able to read and write | None required | None required | None required  | N/A                        | Office of the Municipal Accounting                             |

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 3, 2023

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:

**CHARMINE GAY MARIMON, LPT.**

HRMO I, OIC-HRMO

Culion Palawan

[hrmoculion@gmail.com](mailto:hrmoculion@gmail.com)

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

