

Republic of the Philippines  
**MGO Lamut, Ifugao**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO Lamut, Ifugao in the CSC website:

JENNILYN T. SERAFICA  
Municipal Budget Officer/Acting HRMO  
10/21/2021

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Human Resource Management Officer II)	1.03	15	25,181.00	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Administrative Aide IV (Mechanic I)	1.15	4	10,800.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 10, s. 2013 - Cat. II)	N/A	Office of the Municipal Mayor
3	Local Legislative Staff Assistant III	4.05	10	15,904.00	Completion of two (2) years studies in college	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Sub Professional) First Level Eligibility	N/A	Office of the Secretary to the Sanggunian
4	Administrative Assistant II (Budgeting Assistant)	7.04	8	13,688.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub Professional) First Level Eligibility	N/A	Office of the Municipal Budget Officer
5	Local Assessment Operations Officer II	10.02	15	25,181.00	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Assessor
6	Agricultural Technologist	13.04	10	15,904.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Office of the Municipal Agriculturist

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 November 5, 2021

1. Application letter addressed to : **ATTY. MARIANO B. BUYAGAWAN, JR. - Municipal Mayor, THRU: JENNILYN T. SERAFICA, MBO/Acting HRMO**

2. Fully accomplished and notarized Personal Data Sheet (PDS) with **Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

3. Performance rating **in the last rating period** (if applicable);

4. Photocopy of certificate of eligibility/rating/license (authenticated copy, as applicable);

5. Photocopy of Transcript of Records.

6. Photocopy of certificates of relevant trainings

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

**JENNILYN T. SERAFICA**

Municipal Budget Officer/Acting HRMO

HRMO, LAMUT, IFUGAO

[nalynserafica@gmail.com](mailto:nalynserafica@gmail.com)/[hrmofgulamut@yahoo.com](mailto:hrmofgulamut@yahoo.com)

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