

Republic of the Philippines
MONKAYO COLLEGE OF ARTS, SCIENCES AND TECHNOLOGY (MonCAST)
Monkayo, Davao de Oro

The Board of Trustees of the Monkayo College of Arts, Sciences, and Technology (MonCAST) announces the opening of the Search for President

I. DETAILS OF VACANCY

Position Title	:	Municipal Government Department Head I (MGDH I)
Status	:	Fixed term, minimum of 4 years renewable to another one term
Salary/Job/Pay Grade	:	24
Monthly Salary	:	PhP 78,068.00
Monthly RATA	:	PhP 13,500.00
Monthly PERA	:	PhP 2,000.00
Plantilla Item No.	:	MKY-03-003-10-EL-STCA-CAD1
Place of Assignment	:	MonCAST – Office of the College Administrator (to be designated as College Administrator)

II. MINIMUM QUALIFICATIONS

1. Not less than thirty-five (35) years old and not more than sixty-one (61) years at the time of application
2. A natural-born Filipino citizen
3. Preferably a holder of an earned doctorate degree from a reputable higher education institution with at least five (5) years of relevant administrative and managerial/supervisory experience
4. Preferably with at least 24 hours of relevant training in management and supervision
5. Career Service (Professional) Second Level Eligibility or RA 1080
6. At least six (6) months residency in the Municipality of Monkayo on the day of appointment

7. For candidates who have not previously served as College President, he/she must not have been convicted of any crime involving moral turpitude wherein the penalty is more than six (6) months.

An applicant who does not meet any one of the abovementioned minimum qualifications and cannot submit pertinent supporting documentary evidences for these minimum qualifications on the set deadline shall be disqualified from the Search Process.

Documentary Requirements

1. Formal Application Letter addressed to:

HON. RAMIL L. GENTUGAYA
Municipal Mayor
Municipal Government of Monkayo
Joel Martin St., Unity Bldg., Poblacion,
Monkayo, Davao de Oro 8805

2. Detailed Curriculum Vitae, **signed under oath/notarized** (personal data, educational qualifications, work experience including organizational chart of the institution showing the candidate's position, research outputs and publications, extension activities, experience in resource generation, awards and certificates, conferences attended).
3. Certified true copy of documents in support of the data stated in the Curriculum Vitae. The HRM/Records Officer of the organization where the applicant comes from may certify to the authenticity of the documents provided that the original is presented to him/her for comparison.
4. Proposed **Vision, Mission and Development Goals for the Monkayo College of Arts, Sciences, and Technology** in not more than five (5) pages.
5. Notarized self-declaration that the applicant has no pending administrative and/or criminal case:

Note: The following clearances shall then be required upon issuance of appointment to any of the qualified applicant chosen thru majority of votes by the Board of Trustees.

- a. Sandiganbayan
 - b. Civil Service Commission (CSC)
 - c. National Bureau of Investigation (NBI)
 - d. Municipal and Regional Trial Court
 - e. Ombudsman (for government employees)
 - f. Institution/Company where applicant is presently employed
6. Philippine Statistics Authority (PSA)/NSO-authenticated Birth Certificate.

7. Medical Certificate of Physical Fitness issued by a physician from a DOH-recognized health institution but not the same institution where the applicant is presently employed. Letterhead of hospital or clinic must indicate DOH accreditation number, in case of private hospitals or clinic.
8. Results of neuro-psychiatric examination conducted by a physician from a DOH-recognized health institutions but not the same institution where the applicant is presently employed. Letterhead of clinic/hospital must indicate DOH accreditation number. The test results shall also include a statement indicating the purpose for which the test is taken, it should be signed or endorsed by the neuro-psychiatric doctor. e.g. "this test was taken in connection with the applicant's application for the presidency of MonCAST."

The Search Committee reserves the right to verify the results of the examinations required in Nos. 7 & 8.

9. Duly accomplished CSC Form 212 made **under oath/notarized**.

The SCP Secretariat shall present to the SCP list of pre-qualified candidates based on the following minimum qualifications and documentary requirements. Should there be no more than three (3) qualified applicants upon verification of the SCP, failure of search shall be declared by the Board of Trustees. If two failures occur, the board shall have the discretion to decide in pursuing the search even if the required more than three (3) applicants is not met.

IMPORTANT: Interested applicants must **submit one (1) set of original and six (6) certified photocopies of the aforementioned documents** on or before **September 07, 2021 at 5:00 P.M.** (Philippine Standard Time) to:

ENGR. SUNSHINE G. PAULIN, PhD
Administrative Officer V (Planning Officer III)/
OIC – Municipal Human Resource Management Officer
Secretariat, Search Committee for President (SCP)
Office of the Municipal Human Resource Management Officer
Municipal Government of Monkayo
Joel Martin St., Unity Bldg., Poblacion,
Monkayo, Davao de Oro
hrmo@monkayo.gov.ph