



Republic of the Philippines  
Province of Davao De Oro  
Municipality of Monkayo

Electronic copy to be submitted to the CSC FO must be in MS Excel format

**Request for Publication of Vacant Positions**

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

We hereby request the publication of the following vacant position, which is authorized to be filled, at the Local Government Unit of Monkayo in the CSC website:

  
**RAMIL L. GENTUGAYA**  
Municipal Mayor  
Date: **August 18, 2021**

No.	Position Title (Parenthical 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	Municipal Government Department Head I	MKY-03-003-10-EL-STCA-CAD1	SG 24	₱78,068.00	Bachelor's Degree	None Required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced on:</b> Strategic Thinking; Leading and Shepherding Change; Communication; Decision-making/Judgment; Accountability and Integrity; Planning and Organizing; Developing/Empowering People; Linkages and Networking; and Results-driven.</p> <p><b>Preference:</b>  <i>Education: Doctorate Degree</i>  <i>Training: 24 hours of training in management and supervision</i>  <i>Experience: 5 years of relevant managerial and supervisory experience</i>  <i>Eligibility: RA 1080</i></p>	Monkayo College of arts, Sciences, and Technology - Office of the College Administrator (to be designated as College Administrator)

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than **SEPTEMBER 07, 2021**.

1. Formal Application Letter addressed to the Municipal Mayor;
2. 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);
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records with Certification, Authentication, Verification (CAV).

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

**ENGR. SUNSHINE G. PAULIN, PhD**  
OIC - Highest Ranking HRMO  
Monkayo, Davao de Oro  
[hrmo@monkayo.gov.ph](mailto:hrmo@monkayo.gov.ph)

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