




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 positions, which are authorized to be filled, at the **Local Government Unit of Monkayo** in the CSC website:


RAMIL L. GENTUGAYA
Municipal Mayor
Date: **August 19, 2021**

No.	Position Title (Parentical 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	Tourism Operations Officer II	MKY-01-001-12-TT-TO-TOO2-2019	SG 15	₱30,218.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	Advance on: Safety Awareness, Strategic Thinking; Problem Solving, Thinking Strategically, Time Management and Nurturing a High Performing Organization	Office of the Municipal Mayor - Municipal Tourism Unit
2	Administrative Assistant IV	MKY-03-001-01-GA-ADS-ADAS4-2021	SG 10	₱19,085.00	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Intermediate on: Time Management; Proficiency on Communication and Writing Advanced on: Computer Operation and Application	Office of the General Services Officer

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.