

If you are proactive, professionally presented person and want to be a part of MULTI-AWARDED LGUs in ISABELA, this could be your next long term role. Join us on a journey towards God-loving, empowered citizens, and vibrant community led by responsive and transparent leaders.



NOTICE OF VACANCIES MGO DELFIN ALBANO (MAGSAYSAY), ISABELA

1. Municipal Government Department Head I (Municipal Treasurer), Plantilla Item No. 5.1

| | |
|---|--|
| MONTHLY SALARY (SG 24) | Php 70,559.00 |
| Other Benefits/Incentives <i>(Entitlement is subject to existing Guidelines, Rules, and Regulations)</i> | <ul style="list-style-type: none"> ➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance ➤ Php 70,559.00 – Mid-Year Bonus ➤ Php 70,559.00 – Year-End Bonus ➤ Php 15,300.00 – Monthly RATA ➤ Php 7,000.00 – Clothing Allowance ➤ Php 5,000.00 – Cash Gift |
| EDUCATION | Bachelor's Degree preferably in Commerce, Public Administration or Law |
| TRAINING | NONE |
| EXPERIENCE | 3 years experience in Treasury or Accounting Service |
| ELIGIBILITY | Career Service (Professional) Second Level Eligibility |
| PLACE OF ASSIGNMENT | Office of the Municipal Treasurer Note: Must be a resident of the municipality and with good moral character |

2. Administrative Assistant III (Computer Operator II), Plantilla No. 14.2

| | |
|---|--|
| MONTHLY SALARY (SG 9) | Php 16,664.00 |
| Other Benefits/Incentives <i>(Entitlement is subject to existing Guidelines, Rules, and Regulations)</i> | <ul style="list-style-type: none"> ➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance ➤ Php 16,664.00 – Mid-Year Bonus ➤ Php 16,664.00 – Year-End Bonus ➤ Php 7,000.00 – Clothing Allowance ➤ Php 5,000.00 – Cash Gift |
| EDUCATION | Completion of 2-years studies in College or High School Graduate with relevant vocational / trade Course |
| TRAINING | NONE |
| EXPERIENCE | NONE REQUIRED (MC. 10 s. 2013) |
| ELIGIBILITY | 4 hours relevant training |
| PLACE OF ASSIGNMENT | Office of the Municipal Administrator |

Interested and qualified applicants should signify their interest in writing or log-in at <https://www.mhrmo-delfinalbano.com>. Attach the following documents to the application letter and send the address below not later than **February 15, 2025**.

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


HON. ARNOLD EDWARD P. CO

Municipal Mayor
Delfin Albano, Isabela

delfinalbano_gc@yahoo.com / mhrmo.delfinalbano@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

All Interested and qualified individual, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.