

Republic of the Philippines
MGO WAO, LANA O DEL SUR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the MGO WAO, LANA O DEL SUR:

DESIREE B. MACAMAY
HRMO III

Date: May 14, 2026

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency	
1	Administrative Assistant II	10-13	8	18,481.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Engineer
2	Administrative Aide III (Clerk I)	11-02	3	13,739.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Environment & Natural
3	Public Services Foreman	13-03	6	16,430.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None Required	None Required	None Required (MC. 11, S. 1996-Cat. III)	N/A	Municipal Economic Enterprise
4	Revenue Collection Clerk I	8-10	5	15,485.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Treasurer
5	Disbursing Officer II	8-05	8	18,481.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Treasurer
6	Local Legislative Staff Assistant I	2-14	6	16,430.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Sangguniang Bayan

Labor Foreman	3-08	6	16 430.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016)	None Required	None Required	None Required (MC 11, S. 1996 - Cat. III)	N/A	Office of the Municipal Administrator
Heavy Equipment Operator I	3-14	4	14 588.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, S. 1996 - Cat. I)	N/A	Office of the Municipal Administrator
Heavy Equipment Operator I	3-18	4	14 588.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, S. 1996- Cat. I)	N/A	Office of the Municipal Administrator
Project Development Assistant	4-05	8	18 481.00	Completion of two years studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Planning & Development Coordinator

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **May 29, 2026**

- Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2015); digitally signed or electronically signed;
- Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
- Hard copy or electronic copy of proof of eligibility/rating/license; and
- Hard copy or electronic copy of Transcript of Records.

The office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. The office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

Interested APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, the case may be:

DESIREE B. MACAMAY
 HRMO III
 Western, Wao, Lanao del Sur
lguwaohrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.