

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 VACANCY

### MGO DELFIN ALBANO (MAGSAYSAY), ISABELA

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Civil Registrar)

MONTHLY SALARY (SG 24.1)	Php 84,719.00
Other Benefits/Incentives (Entitlement is subject to existing Guidelines, Rules, and Regulations)	<ul style="list-style-type: none"><li>➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li><li>➤ Php 11,250.00 – Monthly Representation and Travelling Allowance</li><li>➤ Php 84,719.00 – Mid-Year Bonus</li><li>➤ Php 84,719.00 – Year-End Bonus</li><li>➤ Php 6,000.00 – Clothing Allowance</li><li>➤ Php 5,000.00 – Cash Gift</li><li>➤ Php 3,500.00 – Monthly Communication Allowance</li><li>➤ Php 7,000.00 – Medical Allowance</li></ul>
EDUCATION	Bachelor's Degree
TRAINING	NONE
EXPERIENCE	3 YEARS EXPERIENCE IN CIVIL REGISTRY WORK
ELIGIBILITY	CAREER SERVICE PROFESSIONAL (Second Level Eligibility)
COMPETENCY	MUST BE A RESIDENT OF THE MUNICIPALITY WITH GOOD MORAL CHARACTER
PLACE OF ASSIGNMENT	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

Date Posted: August 13, 2025

Interested and qualified applicants should signify their interest in wring, Attach the following documents to the application letter and send the address below not later than **August 28, 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](http://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.

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

**THOMAS "TJ" A. PUA JR.**  
Municipal Mayor  
Delfin Albano, Isabela

Email address: [delfinalbano\\_gc@yahoo.com](mailto:delfinalbano_gc@yahoo.com) / [mhrmo.delfinalbano@gmail.com](mailto:mhrmo.delfinalbano@gmail.com)  
or register at the Human Resource Information System (HRIS)  
<https://www.mhrmo-delfinalbano.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.