

If you are **PROACTIVE, PROFESSIONALLY PRESENTED PERSON** and want to be a part of **MULTI-AWARDED Local Government Unit 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. ADMINISTRATIVE AIDE IV (Clerk II), Plantilla Item No. 1.10

<b>MONTHLY SALARY (SG 4-1)</b>	<b>Php 11,690.00</b>
<b>Other Benefits/Incentives (Entitlement is subject to existing Guidelines, Rules, and Regulations)</b>	<ul style="list-style-type: none"> <li>➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li> <li>➤ Php 11,690.00 – Mid-Year Bonus</li> <li>➤ Php 11,690.00 – Year-End Bonus</li> <li>➤ Php 6,000.00 – Clothing Allowance</li> <li>➤ Php 5,000.00 – Cash Gift</li> </ul>
<b>EDUCATION</b>	Completion of 2-years studied in college
<b>TRAINING</b>	NONE REQUIRED
<b>EXPERIENCE</b>	NONE REQUIRED
<b>ELIGIBILITY</b>	Career Service (Subprofessional) First Level Eligibility
<b>PLACE OF ASSIGNMENT</b>	OFFICE OF THE MAYOR

### 2. ADMINISTRATIVE OFFICER I (Records Officer I), Plantilla Item No. 3.7

<b>MONTHLY SALARY (SG 10-1)</b>	<b>Php 17,382.00</b>
<b>Other Benefits/Incentives (Entitlement is subject to existing Guidelines, Rules, and Regulations)</b>	<ul style="list-style-type: none"> <li>➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li> <li>➤ Php 17,382.00 – Mid-Year Bonus</li> <li>➤ Php 17,382.00 – Year-End Bonus</li> <li>➤ Php 6,000.00 – Clothing Allowance</li> <li>➤ Php 5,000.00 – Cash Gift</li> </ul>
<b>EDUCATION</b>	Bachelor's Degree
<b>TRAINING</b>	NONE REQUIRED
<b>EXPERIENCE</b>	NONE REQUIRED
<b>ELIGIBILITY</b>	Career Service (Professional) Second Level Eligibility
<b>PLACE OF ASSIGNMENT</b>	SECRETARY TO THE SANGUNIAN

### 3. ADMINISTRATIVE AIDE VI (Cash Clerk II), Plantilla Item No. 5.3

<b>MONTHLY SALARY (SG 6-1)</b>	<b>Php 13,165.00</b>
<b>Other Benefits/Incentives (Entitlement is subject to existing Guidelines, Rules, and Regulations)</b>	<ul style="list-style-type: none"> <li>➤ Php 2,000.00 – Monthly Personal Economic Relief Allowance</li> <li>➤ Php 13,165.00 – Mid-Year Bonus</li> <li>➤ Php 13,165.00 – Year-End Bonus</li> <li>➤ Php 6,000.00 – Clothing Allowance</li> <li>➤ Php 5,000.00 – Cash Gift</li> </ul>
<b>EDUCATION</b>	Bachelor's degree relevant to the job
<b>TRAINING</b>	NONE REQUIRED
<b>EXPERIENCE</b>	NONE REQUIRED
<b>ELIGIBILITY</b>	Career Service (Professional) Second Level Eligibility
<b>PLACE OF ASSIGNMENT</b>	Treasury Office

4. ADMINISTRATIVE ASSISTANT (Budgeting Assistant), Plantilla Item No. 7.2

MONTHLY SALARY (SG 8-1)	Php 14,808.00
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 14,808.00 – Mid-Year Bonus</li> <li>➤ Php 14,808.00 – Year-End Bonus</li> <li>➤ Php 6,000.00 – Clothing Allowance</li> <li>➤ Php 5,000.00 – Cash Gift</li> </ul>
EDUCATION	Completion of 2-years in college
TRAINING	4 hours of relevant training
EXPERIENCE	1 year of relevant experience
ELIGIBILITY	Career Service (Subprofessional) First Level Eligibility
PLACE OF ASSIGNMENT	MUNICIPAL BUDGET OFFICE

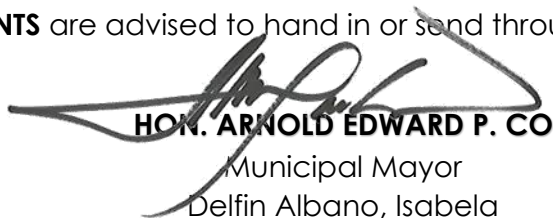
5. ADMINISITRATIVE AIDE II (Messenger), Plantilla Item No. 9.7

MONTHLY SALARY (SG 2-1)	Php 10,364.00
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 10,364.00 – Mid-Year Bonus</li> <li>➤ Php 10,364.00 – Year-End Bonus</li> <li>➤ Php 6,000.00 – Clothing Allowance</li> <li>➤ Php 5,000.00 – Cash Gift</li> </ul>
EDUCATION	Elementary School Graduate
TRAINING	NONE REQUIRED
EXPERIENCE	NONE REQUIRED
ELIGIBILITY	None Required (MC 10s.2013 Cat. III)
PLACE OF ASSIGNMENT	ACCOUNTING OFFICE

Interested and qualified applicants should signify their interest in writing, Attach the following documents to the application letter and send the address below not later than **May 9, 2024**.

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:

  
**HON. ARNOLD EDWARD P. CO**  
 Municipal Mayor  
 Delfin Albano, Isabela

[delfinalbano\\_gc@yahoo.com](mailto:delfinalbano_gc@yahoo.com) / [mhrmo.delfinalbano@gmail.com](mailto:mhrmo.delfinalbano@gmail.com)

The Municipal Human Resource Management Office is equipped with HUMAN RESOURCE MANAGEMENT SYSTEM (HRIS) wherein applicants must register to <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.