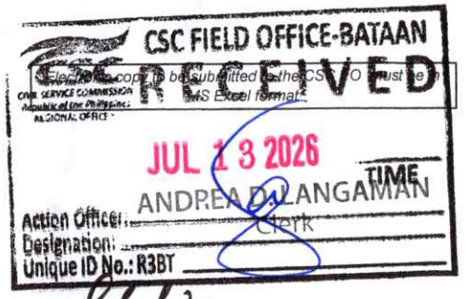
CS Form No. 9
Revised 2025

Republic of the Philippines
MGO DINALUPIHAN, BATAAN
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 DINALUPIHAN, BATAAN:

ANGELICA D. CADIGOY
HRMO

Date: 13-Jul-26

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 Requirement* (if applicable)	
1	Municipal Government Department Head I (Municipal Human Resource Management Officer)	D-1	24-1	88,367.00	Bachelor's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional / Second Level Eligibility	n/a	Municipal Human Resource Management Office
2	Municipal Government Department Head I (Municipal General Services Officer)	U-1	24-1	88,367.00	Bachelor's Degree in Public Administration, Business Administration and Management	None Required	3 years of experience in general services including management of supply, property, solid waste disposal, and general sanitation	Career Service Professional / Second Level Eligibility	n/a	Municipal General Services Office Office

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 July 28, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This 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.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

ANGELICA D. CADIGOY
OIC - Mun. Human Res, Mgt. Officer
2nd Floor Mun. Bldg., San Ramon,Din., Bataan
mhrmodinalupihan2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.