CS Form No. 9
Revised 2025

Republic of the Philippines
MGO DINALUPIHAN, BATAAN
Request for Publication of Vacant Positions

CSC FIELD OFFICE-BATAAN
RECEIVED
SEP 16 2026
TIME
Action Officer: JOSE ANGELO E. MEDINA
Designation: Administrative Aide III
Unique ID No.: R3BT

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 MUNICIPALITY OF DINALUPIHAN, BATAAN.

ANGELICA D. CADIGOY
HRMO

Date: 16-Sep-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	Administrative Assistant I (Bookbinder III)	Newly Created Position	7-1	18,099.00	Elementary School Graduate	None Required	None Required	None required (MC 10, s. 2013 - Cat. III)	n/a	Office of the Sangguniang Bayan
2	Nurse I	Newly Created Position	15-1	40,208.00	Bachelor of Science in Nursing	none required	none required	RA-1080 (Nurse)	n/a	Municipal Health Office
3	Nurse I	Newly Created Position	15-1	40,208.00	Bachelor of Science in Nursing	none required	none required	RA-1080 (Nurse)	n/a	Municipal Health 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 October 1, 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