

Republic of the Philippines
MGO IBA (CAPITAL), ZAMBALES
Request for Publication of Vacant Positions

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 MGO IBA (CAPITAL), ZAMBALES.

CSC PROVINCIAL FIELD OFFICE:

IBA, ZAMBALES

RECEIVED
DATE: 1-12-2024
J.B. RAMOS

JEAN B. RAMOS
HRMO

Date: January 16, 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 Requirement (if applicable)	
1	Municipal Government Department Head I (Municipal Treasurer)	071	24	93,276	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 years of experience in treasury or accounting service	Career Service Professional/Second Level Eligibility	Ability to manage and supervise operation of the Treasury Office/ Resident of Iba	Treasury Office, LGU Iba, Zambales

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

January 31, 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:

JEAN B. RAMOS

Human Resource Management Officer V

2nd Floor, Iba Mun. Hall, Purok 1, Brgy. Dinita-Baloguen, Iba, Zambales

09501562787/hrmolguiba@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.