

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

IBA, ZAMBALES
Electronic copy to be submitted in the following format: 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:

Jean B. Ramos
JEAN B. RAMOS
HRMO

Date: May 19, 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	Social Welfare Aide	132	4	15,991	High School Graduate	None Required	None Required	None Required (MC 10 s. 2013 - Cat. III)	None Required	Office of Social Welfare & Development Services, Iba, Zambales
2	Administrative Aide III (Laborer II)	103	3	15,059	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013 - Cat. III)	None Required	General Services Office, Iba, Zambales
3	Administrative Aide I (Utility Worker I)	027	1	13,358	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013 - Cat. III)	None Required	Municipal Environment & Natural Resources Mgt. Unit, 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 June 4, 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., Dinta-Balaguen, Iba, Zambales
09501562787/hrmolguiba@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.