



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
ooOoo*

Human Resource Management Office

January 27, 2017

NOTICE OF VACANT POSITIONS IN THE MUNICIPALITY OF MALAY, AKLAN

- POSITION** : Municipal Government Department Head 1
OFFICE : Office of the Municipal Civil Registrar
ITEM NO. : MCR-01
EDUCATION : Bachelor's degree
EXPERIENCE : 3years experience in civil registry work
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
First grade or its equivalent
SALARY GRADE : 24
- POSITION** : MUNICIPAL AGRICULTURAL OFFICER
OFFICE : Office of the Municipal Agriculture
ITEM NO. : MAO-02
EDUCATION : Bachelor's Degree in Agriculture or other allied courses such as
Agricultural Engineering, Fisheries Technology and Veterinary Medicine
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : RA 1080
SALARY GRADE : 20
- POSITION** : AGRICULTURAL TECHNOLOGIST
OFFICE : Office of the Municipal Agriculture
ITEM NO. : MAO-07
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080
SALARY GRADE : 10
- POSITION** : LICENSING OFFICER I
OFFICE : Office of the Municipal Mayor/Licensing Section
ITEM NO. : LS-2
EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 11
- POSITION** : AQUACULTURAL TECHNICIAN II
OFFICE : Office of the Municipal Mayor/Environmental Services
ITEM NO. : ES-5
EDUCATION : Completion of two years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 8



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
00000*

Human Resource Management Office

January 27, 2017

POSITION : BUILDING INSPECTOR – Two (2) items
OFFICE : Office of the Municipal Engineer
ITEM NO. : OME-11 & OME-12
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 11

POSITION : ACCOUNTANT II
OFFICE : Office of the Municipal Accountant
ITEM NO. : OMA-02
EDUCATION : Bachelor's degree in Commerce/Business Administration major in Accounting
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080
SALARY GRADE : 16

POSITION : POPULATION OFFICER III
OFFICE : Municipal Population and Gender Office
ITEM NO. : 2
EDUCATION : Bachelor's degree
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 18

POSITION : DEVELOPMENT MANAGEMENT OFFICER II
OFFICE : Municipal Economic Enterprise Department (Administrative Services)
ITEM NO. : MEED-07
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 15

POSITION : SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST
OFFICE : Office of the Municipal Mayor/Environmental Services
ITEM NO. : ES-1
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 18

POSITION : SOCIAL WELFARE OFFICER I –two (2) items
OFFICE : Office of the Municipal Social Welfare & Development Office
ITEM NO. : MSWDO-6 & MSWDO-7
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080
SALARY GRADE : 11



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
00000*

Human Resource Management Office

January 27, 2017

POSITION : SOCIAL WELFARE ASSISTANT
OFFICE : Office of the Municipal Social Welfare & Development Office
ITEM NO. : MSWDO-8
EDUCATION : Completion of two years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Sub Professional (First Level Eligibility)
SALARY GRADE : 8

POSITION : SANITATION INSPECTOR I
OFFICE : Municipal Health Office
ITEM NO. : MHO-20
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub Professional (First Level Eligibility)
SALARY GRADE : 6

POSITION : MIDWIFE I
OFFICE : Office of the Municipal Health Officer
ITEM NO. : MHO-18
EDUCATION : Completion of Midwifery Course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080
SALARY GRADE : 9

POSITION : SANITATION INSPECTOR II
OFFICE : Office of the Municipal Health Officer
ITEM NO. : MHO-19
EDUCATION : Completion of two years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 8

POSITION : ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)
OFFICE : Office of the Municipal Mayor
ITEM NO. : OMM-15
EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 11

POSITION : DRAFTSMAN I
OFFICE : Office of the MPDC
ITEM NO. : MPDO-13
EDUCATION : Completion of two years studies in college or High School Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CSC MC No. 11, s.1996 (Cat. II) Draftsman
SALARY GRADE : 6



Republic of the Philippines
Province of Aklan
Municipality of Malay
00000

The Premier Tourist Destination

Human Resource Management Office

January 27, 2017

POSITION : REVENUE COLLECTION CLERK I –three (3) ITEMS
OFFICE : Office of the Municipal Treasurer
ITEM NO. : MTO-19, MTO-20 & MTO-21
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 5

POSITION : ADMINISTRATIVE AIDE IV (CLERK II)
OFFICE : General Services Office
ITEM NO. : GSO-11
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 4

POSITION : ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)
OFFICE : Office of the Municipal Engineer
ITEM NO. : OME-20
EDUCATION : Completion of two years studies in college or High School Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (1st Level Eligibility)
Data Encoder (MC 11, s. 96-Cat.II)
SALARY GRADE : 6

POSITION : DRAFTSMAN I
OFFICE : Office of the Municipal Engineer
ITEM NO. : OME-17
EDUCATION : Completion of two years studies in college or High School Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CSC MC No. 11, s.1996 (Cat. II) Draftsman
SALARY GRADE : 6

POSITION : TOURISM OPERATIONS ASSISTANT
OFFICE : Municipal Tourism Office
ITEM NO. : TO-8
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 7

POSITION : ADMINISTRATIVE AIDE IV (CLERK II)
OFFICE : Municipal Tourism Office
ITEM NO. : TO-9
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 4



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
00000*

Human Resource Management Office

January 27, 2017

POSITION : TRANSPORTATION REGULATION OFFICER II
OFFICE : Office of the Municipal Mayor/Transportation Services
ITEM NO. : TRO-2
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1year of relevant experience
TRAINING : 4hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 15

POSITION : ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)
OFFICE : Office of the Municipal Accountant
ITEM NO. : OMA-06
EDUCATION : Completion of two years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4hours of relevant training
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 8

POSITION : ADMINISTRATIVE AIDE VI (CLERK III)
OFFICE : Office of the Secretary to the SB
ITEM NO. : OSB-08
EDUCATION : Completion of two years studies in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First level Eligibility)
SALARY GRADE : 6

POSITION : SLAUGHTERHOUSE MASTER I
OFFICE : Municipal Economic Enterprise Department
ITEM NO. : MEED-09
EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 10

POSITION : ADMINISTRATIVE AIDE IV (DRIVER II)
OFFICE : General Services Office
ITEM NO. : GSO-13
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Driver License (MC 11, s. 96-Cat. II)
SALARY GRADE : 4

POSITION : ADMINISTRATIVE AIDE IV (DRIVER II)
OFFICE : Office of the Municipal Vice Mayor
ITEM NO. : VM-8
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Driver License (MC 11, s. 96-Cat. II)
SALARY GRADE : 4

Prepared by:

DINKY P. MAAGMA
Supervising Administrative Officer



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
00000*

Human Resource Management Office

February 6, 2017

**NOTICE OF VACANT POSITIONS IN THE
MUNICIPALITY OF MALAY, AKLAN**

3 LOCAL SCHOOL BOARD TEACHER (Contractual)

POSITION : **TEACHER I**
OFFICE : **Office of the Municipal Mayor**
ITEM NO. : **LSB-7, 21 & 34**
EDUCATION : **BSED/BEED or its equivalent**
ELIGIBILITY : **PBET/LET**

Prepared by:

DINKY P. MAAGMA
Supervising Administrative Officer



The Premier Tourist Destination

*Republic of the Philippines
Province of Aklan
Municipality of Malay
ooOOoo*

Human Resource Management Office

April 7, 2017

NOTICE OF VACANT POSITIONS IN THE MUNICIPALITY OF MALAY, AKLAN

POSITION : ENVIRONMENTAL MANAGEMENT SPECIALIST I
OFFICE : Office of the Municipal Mayor/Environmental Services
ITEM NO. : ES-3
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 11

POSITION : REGISTRATION OFFICER II
OFFICE : Office of the Municipal Civil Registrar
ITEM NO. : MCR-02
EDUCATION : Bachelor's Degree
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 14

POSITION : ADMINISTRATIVE OFFICER V (Budget Officer III)
OFFICE : Office of the Municipal Budget Officer
ITEM NO. : BO-2
EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : Career Service Professional (Second Level Eligibility)
SALARY GRADE : 18

POSITION : ACCOUNTANT I
OFFICE : Office of the Municipal Accountant
ITEM NO. : OMA-03
EDUCATION : Bachelor's degree in Commerce/Business Administration major in Accounting
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080
SALARY GRADE : 12

POSITION : ADMINISTRATIVE AIDE IV (Cash Clerk I)
OFFICE : Office of the Municipal Treasurer
ITEM NO. : MTO-23
EDUCATION : Completion of two years in college
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service Sub-Professional (First Level Eligibility)
SALARY GRADE : 4

CASUAL PLANTILLA

Position	Item No.	Office
Administrative Assistant (3 items)	1, 3-4	Office of the Municipal Vice Mayor
Administrative Aide (1 item)	5	Office of the Municipal Vice Mayor
Administrative Assistant (1 item)	3	Office of the Secretary to the Sangguniang Bayan
Administrative Assistant (1 item)	7	Office of the Municipal Treasurer
Administrative Assistant (1 item)	2	Office of the General Services

=

Prepared by:

DINKY P. MAAGMA
Supervising Administrative Officer

