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

**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

**POSITION**: BUILDING INSPECTOR – Two (2) items  
**OFFICE**: Office of the Municipal Engineer  
**ITEM NO.**: OME-10 & OME-11  
**EDUCATION**: Bachelor’s degree relevant to the job  
**EXPERIENCE**: None required  
**TRAINING**: None required  
**ELIGIBILITY**: Career Service (Professional) 2nd Level Eligibility  
**SALARY GRADE**: 11

**POSITION**: MUNICIPAL AGRICULTURAL OFFICER  
**OFFICE**: Office of the Municipal Agriculture  
**ITEM NO.**: OMAG-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**: FARM WORKER I  
**OFFICE**: Office of the Municipal Agriculture  
**ITEM NO.**: MAO-10  
**EDUCATION**: Elementary School Graduate  
**EXPERIENCE**: None required  
**TRAINING**: None required  
**ELIGIBILITY**: None required (MC 11, s. 96-CAT. III)  
**SALARY GRADE**: 2
<table>
<thead>
<tr>
<th>POSITION</th>
<th>OFFICE</th>
<th>ITEM NO.</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
<th>SALARY GRADE</th>
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<tbody>
<tr>
<td>DAY CARE WORKER II</td>
<td>Office of the Municipal Social Welfare &amp; Development</td>
<td>MSWDO-7</td>
<td>High School Graduate</td>
<td>1 year relevant experience</td>
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<td>None required (MC 11, s. 96- CAT. III)</td>
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<tr>
<td>LOCAL REVENUE COLLECTION OFFICER I</td>
<td>Office of the Municipal Treasurer (1)</td>
<td>MTO-05</td>
<td>Bachelor’s degree</td>
<td>None required</td>
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<td>Career Service (Professional) Second Level Eligibility</td>
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<td>REVENUE COLLECTION CLERK III –Two (2) items</td>
<td>Office of the Municipal Treasurer (1)</td>
<td>MTO-07 &amp; MTO-09</td>
<td>Completion of two years studies in college</td>
<td>1 year relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-Professional) First Level Eligibility</td>
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<td>ACCOUNTANT II</td>
<td>Office of the Municipal Accountant</td>
<td>OMA-02</td>
<td>Bachelor’s degree in Commerce/Business Administration major in Accounting</td>
<td>1 year relevant experience</td>
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<tr>
<td>MIDWIFE III</td>
<td>Office of the Municipal Health Officer</td>
<td>MHO-03</td>
<td>Completion of the Midwifery Course</td>
<td>2 years of relevant experience</td>
<td>8 hours of relevant training</td>
<td>RA 1080</td>
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<tr>
<td>ADMINISTRATIVE ASSISTANT V (Data Controller III)</td>
<td>Office of the Human Resource Management</td>
<td>HRMO-6</td>
<td>Completion of two years in college or High School Graduate with relevant vocational trade course</td>
<td>2 years of relevant experience</td>
<td>8 hours of relevant training</td>
<td>Career Service (Sub-Professional) First Level Eligibility</td>
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<tr>
<td>STOREKEEPER I</td>
<td>Office of the General Services</td>
<td>GSO-17</td>
<td>Elementary School Graduate</td>
<td>None Required</td>
<td>None Required</td>
<td>None Required (MC 11, s. 96-CAT.III)</td>
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</table>
POSITION: ELECTRONICS AND COMMUNICATIONS EQUIPMENT TECHNICIAN I
OFFICE: Office of the General Services
ITEM NO.: GSO-18
EDUCATION: Completion of two years in college or High School Graduate with relevant vocational trade course
EXPERIENCE: None Required
TRAINING: None Required
ELIGIBILITY: None Required (MC 11, s.96-CAT.III)
SALARY GRADE: 6

POSITION: ENGINEER II
OFFICE: Office of the Municipal Engineer
ITEM NO.: OME-21
EDUCATION: Bachelor's Degree in Engineering relevant to the job
EXPERIENCE: 1 year of relevant experience
TRAINING: 4 hours of relevant training
ELIGIBILITY: RA 1080
SALARY GRADE: 16

POSITION: DRAFTSMAN III
OFFICE: Office of the Municipal Engineer
ITEM NO.: OME-23
EDUCATION: Completion of two years in college or High School Graduate with relevant vocational trade course
EXPERIENCE: None Required
TRAINING: None Required
ELIGIBILITY: Career Service (Sub-Professional) First Level Eligibility Draftsman or Illustrator (MC 11, s.96-CAT.I)
SALARY GRADE: 11

POSITION: ADMINISTRATIVE ASSISTANT V (Data Controller III)
OFFICE: Office of the Municipal Engineer
ITEM NO.: OME-22
EDUCATION: Completion of two years in college or High School Graduate with relevant vocational trade course
EXPERIENCE: 2 years of relevant experience
TRAINING: 8 hours of relevant training
ELIGIBILITY: Career Service (Sub-Professional) First Level Eligibility Data Encoder (MC 11, s.96-CAT. I)
SALARY GRADE: 11

POSITION: SOCIAL WELFARE OFFICER II - two(2) items
OFFICE: Office of the Municipal Social Welfare & Development
ITEM NO.: MSWDO-14 & MSWDO-15
EDUCATION: Bachelors degree relevant to the job
EXPERIENCE: 1 year of relevant experience
TRAINING: 4 hours of relevant training
ELIGIBILITY: RA 1080
SALARY GRADE: 15

POSITION: SANITATION INSPECTOR IV
OFFICE: Office of the Municipal Health Officer
ITEM NO.: MHO-21
EDUCATION: Completion of two years in college
EXPERIENCE: 3 years of relevant experience
TRAINING: 16 hours of relevant training
ELIGIBILITY: Career Service (Sub-Professional) First Level Eligibility
SALARY GRADE: 13
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<tr>
<th>POSITION</th>
<th>OFFICE</th>
<th>ITEM NO.</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
<th>SALARY GRADE</th>
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<td>NURSE I</td>
<td>Office of the Municipal Health Officer</td>
<td>MHO-22</td>
<td>Bachelor of Science in Nursing</td>
<td>None Required</td>
<td>None Required</td>
<td>RA 1080</td>
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<td>ZONING OFFICER I</td>
<td>Office of the MPDC</td>
<td>MPDO-11</td>
<td>Bachelor’s degree relevant to the job</td>
<td>None Required</td>
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<td>PROJECT EVALUATION OFFICER II</td>
<td>Office of the MPDC</td>
<td>MPDO-12</td>
<td>Bachelor’s degree relevant to the job</td>
<td>1 year of relevant experience</td>
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<td>Career Service (Professional) Second Level Eligibility</td>
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<td>PLANNING OFFICER II</td>
<td>Office of the MPDC</td>
<td>MPDO-13</td>
<td>Bachelor’s degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>8 hours of relevant training</td>
<td>Career Service (Professional) Second Level Eligibility</td>
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<tr>
<td>POPULATION OFFICER III</td>
<td>Municipal Population and Gender Office</td>
<td>2</td>
<td>Bachelor’s degree</td>
<td>2 years of relevant experience</td>
<td>8 hours of relevant training</td>
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<td>18</td>
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<tr>
<td>ADMINISTRATIVE AIDE II (Messenger)</td>
<td>Office of the Municipal Vice Mayor</td>
<td>VM-9</td>
<td>Elementary School Graduate</td>
<td>None required</td>
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<td>DEVELOPMENT MANAGEMENT OFFICER II</td>
<td>Municipal Economic Enterprise Department (Administrative Services)</td>
<td>MEED-11</td>
<td>Bachelor’s degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
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<td>15</td>
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</tbody>
</table>
POSITION: LOCAL DISASTER RISK REDUCTION MANAGEMENT ASSISTANT
OFFICE: Municipal Disaster Risk Reduction Management Office
ITEM NO.: 3
EDUCATION: Completion of 2 years in College
EXPERIENCE: 1 year relevant experience on DRRM
TRAINING: 4 hours of relevant training
ELIGIBILITY: Career Service (Sub-Professional) First Level Eligibility
SALARY GRADE: 8

FOR CASUAL PLANTILLA

Administrative Assistant 3 Office of the Municipal Mayor
Administrative Assistant 1 Office of the Municipal Mayor/Transportation Services
Administrative Assistant 1 Office of the Municipal Mayor/Licensing Unit
Administrative Assistant 1 Office of the Municipal Treasurer
Administrative Aide 1 Office of the Municipal Mayor
Administrative Aide 1 General Services Office
Administrative Aide 1 Office of the Municipal Agriculture
Tourist Receptionist 1 Office of the Municipal Tourism
Electrician 1 General Services Office
Driver 1 General Services Office
Driver 3 MDRRMO

Prepared by:

[Signature]

DINKY P. MAAGMA
Supervising Administrative Officer

Republic of the Philippines
Province of Aklan
NOTICE OF VACANT POSITIONS IN THE MUNICIPALITY OF MALAY, AKLAN

POSITION: LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER II
OFFICE: Municipal Disaster Risk Reduction Management Office (MDRRMO)
ITEM NO.: 1
EDUCATION: Bachelor’s Degree
EXPERIENCE: 1 year of relevant experience on DRRM
TRAINING: 4 hours of relevant training on DRRM
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: ENGINEER I (2) two items
OFFICE: Office of the Municipal Engineer
ITEM NO.: OME-06 & OME-08
EDUCATION: Bachelor’s degree in Engineering relevant to the job
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: RA 1080
SALARY GRADE: 12

POSITION: SOCIAL WELFARE ASSISTANT
OFFICE: Office of the Municipal Social Welfare & Development Office
ITEM NO.: MSWDO-6
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: UTILITY FOREMAN
OFFICE: Office of the General Services
ITEM NO.: GSO-16
EDUCATION: Elementary School Graduate
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: None required (MC 11, s. 96 Cat. III)
SALARY GRADE: 6
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<tr>
<th>POSITION</th>
<th>SANITATION INSPECTOR I</th>
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<tr>
<td>OFFICE</td>
<td>Municipal Health Office</td>
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<tr>
<td>ITEM NO.</td>
<td>MHO-19</td>
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<tr>
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<td>TRAINING</td>
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<td>ELIGIBILITY</td>
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<tr>
<th>POSITION</th>
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<td>Office of the Municipal Mayor</td>
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<td>ITEM NO.</td>
<td>OMM-14</td>
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<td>ELIGIBILITY</td>
<td>CSC MC 11, s.96-CAT.II- Communications Equipment Operator</td>
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<tr>
<td>SALARY GRADE</td>
<td>6</td>
</tr>
</tbody>
</table>

Prepared by: DINKY P. MAAGMA
Supervising Administrative Officer
# Notice of Vacant Positions in the Municipality of Malay, Aklan

## Municipal Legal Officer

- **Position**: Municipal Legal Officer
- **Office**: Office of the Municipal Legal Officer
- **Item No.**: OML-01
- **Education**: Bachelor of Laws
- **Experience**: 3 years experience in the practice of law
- **Training**: None
- **Eligibility**: RA 1080
- **Salary Grade**: 24

## Midwife II

- **Position**: Midwife II
- **Office**: Office of the Municipal Health Officer
- **Item No.**: MHO-11
- **Education**: Completion of the Midwifery Course
- **Experience**: 1 year of relevant experience
- **Training**: 4 hours of relevant training
- **Eligibility**: RA 1080
- **Salary Grade**: 11

## Midwife I

- **Position**: Midwife I
- **Office**: Office of the Municipal Health Officer
- **Item No.**: MHO-16
- **Education**: Completion of Midwifery Course
- **Experience**: None required
- **Training**: None required
- **Eligibility**: RA 1080
- **Salary Grade**: 9

## Sanitation Inspector III

- **Position**: Sanitation Inspector III
- **Office**: Office of the Municipal Health Officer
- **Item No.**: MHO-14
- **Education**: Completion of two years studies in college
- **Experience**: 2 years of relevant experience
- **Training**: 8 hours of relevant training
- **Eligibility**: Career Service Sub-Professional (1st Level Eligibility)
- **Salary Grade**: 11

## Sanitation Inspector II

- **Position**: Sanitation Inspector II
- **Office**: Office of the Municipal Health Officer
- **Item No.**: MHO-17
- **Education**: Completion of two years studies in college
- **Experience**: 1 year of relevant experience
- **Training**: 4 hours relevant training
- **Eligibility**: Career Service Sub-Professional (1st Level Eligibility)
- **Salary Grade**: 8
POSITION: SANITATION INSPECTOR I  
OFFICE: Office of the Municipal Health Officer  
ITEM NO.: MHO-18  
EDUCATION: Completion of two years studies in college  
EXPERIENCE: None required  
TRAINING: None required  
ELIGIBILITY: Career Service Sub-Professional (1st Level Eligibility)  
SALARY GRADE: 6

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 (2nd Level Eligibility)  
SALARY GRADE: 11

POSITION: ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)  
OFFICE: Office of the Municipal Mayor  
ITEM NO.: OMM-13  
EDUCATION: Bachelor’s degree  
EXPERIENCE: None required  
TRAINING: None required  
ELIGIBILITY: Career Service Professional (2nd Level Eligibility)  
SALARY GRADE: 11

POSITION: POPULATION PROGRAM OFFICER I  
OFFICE: Office of the MPDC  
ITEM NO.: MPDO-6  
EDUCATION: Bachelor’s degree  
EXPERIENCE: None required  
TRAINING: None required  
ELIGIBILITY: Career Service Professional (2nd Level Eligibility)  
SALARY GRADE: 11
POSITION: DRAFTSMAN I
OFFICE: Office of the MPDC
ITEM NO.: MPDO-10
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: 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: REVENUE COLLECTION CLERK II (2) ITEMS
OFFICE: Office of the Municipal Treasurer
ITEM NO.: MTO-12 & MTO-27
EDUCATION: Completion of two years studies in college
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: Career Service Sub-Professional (1st Level Eligibility)
SALARY GRADE: 7

POSITION: REVENUE COLLECTION CLERK I (2) ITEMS
OFFICE: Office of the Municipal Treasurer
ITEM NO.: MTO-18 & MTO-19
EDUCATION: Completion of two years studies in college
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: Career Service Sub-Professional (1st 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 (1st Level Eligibility)
SALARY GRADE: 4

POSITION: ADMINISTRATIVE AIDE IV (CLERK II)
OFFICE: Office of the Municipal Assessor
ITEM NO.: OMASS-8
EDUCATION: Completion of two years studies in college
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: Career Service Sub-Professional (1st Level Eligibility)
SALARY GRADE: 4

POSITION: SOCIAL WELFARE AIDE
<table>
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<tr>
<th>OFFICE</th>
<th>Municipal Social Welfare &amp; Development Office</th>
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<tbody>
<tr>
<td>ITEM NO.</td>
<td>MSWDO-9</td>
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<td>EDUCATION</td>
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<td>ITEM NO.</td>
<td>MSWDO-4 &amp; MSWDO-5</td>
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<td>POSITION</td>
<td>ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)</td>
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<td>Office of the Municipal Engineer</td>
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<td>ITEM NO.</td>
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<td>EDUCATION</td>
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<td>DRAFTSMAN I</td>
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<td>Office of the Municipal Engineer</td>
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<td>POSITION</td>
<td>TOURISM OPERATIONS ASSISTANT</td>
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<td>Municipal Tourism Office</td>
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<td>ITEM NO.</td>
<td>TO-8</td>
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<tr>
<td>EDUCATION</td>
<td>Completion of two years studies in college</td>
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<td>Municipal Tourism Office</td>
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<td>TO-4</td>
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<td>ADMINISTRATIVE AIDE IV (CLERK II)</td>
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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 (1st Level Eligibility)
SALARY GRADE: 4

POSITION: ADMINISTRATIVE AIDE IV (DRIVER II)
OFFICE: General Services Office
ITEM NO.: GSO-10
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-7
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 II (Messenger)
OFFICE: Office of the Municipal Mayor
ITEM NO.: OMM-20
EDUCATION: Elementary School Graduate
EXPERIENCE: None required
TRAINING: None required
ELIGIBILITY: None required (MC11, s. 96-Cat. III)
SALARY GRADE: 2

CASUAL PLANTILLA

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Item No.</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>1</td>
<td>HRMO</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>2</td>
<td>General Services Office</td>
</tr>
</tbody>
</table>

Prepared by:

DINKY P. MAAGMA
Supervising Administrative Officer