

<b>Place of Assignment:</b>	MDRRMO
<b>Position Title:</b>	Municipal Government Assistant Department Head I (Local Disaster Risk Reduction and Management Officer IV)
<b>Plantilla Item No.:</b>	9940-08
<b>Salary/Job/Pay Grade:</b>	22
<b>Monthly Salary:</b>	Php 65,258.00
<b>Eligibility:</b>	CS Professional or 2 <sup>nd</sup> Level Eligibility
<b>Education:</b>	Bachelor's degree
<b>Training:</b>	16 hours of relevant training on DRRM
<b>Experience:</b>	3 year of relevant experience on DRRM

**Competency:**

**Instructions/Remarks:**

This agency encourages all interested and qualified applicants including Persons with Disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identity. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 27, 2025.

**Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Work Experience Sheet (CS Form No. 212);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of certificate of trainings/seminars attended; and
6. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

FLORIDA P. ESTEBAN, M.D.

**Municipal Mayor**

Cuyapo Town Hall,  
Cuyapo, Nueva Ecija  
[hrcuyapo@gmail.com](mailto:hrcuyapo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date:** January 8, 2025

**Closing Date:** January 27, 2025