

Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF URBIZTONDO

**BULLETIN OF VACANT POSITIONS**

1. Position Title : **MUNICIPAL BUDGET OFFICER**  
Item No. : 101-1061-101-1  
Salary Grade : 24/1 SALARY/Mo. **P 39,800.00**

**QUALIFICATION STANDARD:**

- Education : Bachelor's Degree preferably in Accounting, Economics,  
Public Administration or any related course  
Experience : three (3) years experience in government budgeting or in  
any related field  
Training : none required  
Eligibility : First grade or its equivalent

2. Position Title : **MUNICIPAL ADMINISTRATOR**  
Item No. : 101-1011-101-33 (newly created position as per SP Res. No, 561-2015)  
Salary Grade : 24/1 SALARY/Mo. **P 39,800.00**

**QUALIFICATION STANDARD:**

- Education : Bachelor's Degree preferably in Public Administration  
Law or any related course  
Experience : three (3) years experience in Management and Administration  
work  
Training : none required  
Eligibility : First grade or its equivalent

3. Position Title : **PUBLIC SERVICES FOREMAN**  
Item No. : 101-1101-101-5 (newly created position as per SP Res. No. 562-2015)  
Salary Grade : 6/1 SALARY/Mo. **P 10,337.00**

**QUALIFICATION STANDARD:**

- Education : High School Graduate  
Experience : none required  
Training : none required  
Eligibility : none required (MC 11, s 96-Cat. III)

4. Position Title : **ADMINISTRATIVE AIDE IV (Driver II)**  
Item No. : 101-1011-101-11  
Salary Grade : 4/1 SALARY/Mo. **P 8,945 .00**

**QUALIFICATION STANDARD:**

- Education : Elementary School Graduate  
Experience : none required  
Training : none required  
Eligibility : Driver License (MC 11, s 96-Cat. II)