

Republic of the Philippines  
**MGO BALANGIGA, EASTERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO BALANGIGA, EASTERN SAMAR in the  
CSC website:

Date: April 29, 2024

  
URIZA B. ONAROSA  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Clerk II)	04-02	SG 4	11,690.00	Completion of two years studies in college.	None required	None required	Career Service (Sub- Professional) First Level Eligibility	NA	Office of the Secretary to the Sanggunian, MGO- Balangiga, Eastern Samar
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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 May 15, 2024.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**URIZA B. ONAROSA**

Administrative Officer IV (HRMO II)

Municipal Building, Balangiga, Eastern Samar

[urizabadillaonarosa@yahoo.com](mailto:urizabadillaonarosa@yahoo.com)

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