


Republic of the Philippines  
**MGO PINABACDAO, SAMAR (WESTERN)**  
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 PINABACDAO, SAMAR (WESTERN) in the CSC website:

  
JESSICA G. ACABA

**HRMO**

Date: March 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer III	124	16	29754	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	4 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	Career Service (Professional) / Second Level Eligibility		Office of the Mayor
2	Administrative Officer IV (AO II)	126	15	27464	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		Office of the Municipal Administrator
3	Youth Development Officer II	125	14	25382	Bachelor's degree graduate	4 hours of relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility		Office of the Mayor
4	Engineer II	128	16	29754	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year relevant experience	RA 1080		Office of the Municipal Engineer
5	xxxxx	xxxxx	xxxxx	xxxxx	NOTHING	FOLLOWS	xxxxx	xxxxx	xxxxx	xxxxx

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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 March 27, 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:

**Hon. TEODORICO A. MABAG**

Municipal Mayor

MGO Pinabacdao Samar (Western)

[lgupinabacdaoHR@yahoo.com.ph](mailto:lgupinabacdaoHR@yahoo.com.ph)

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