

Republic of the Philippines  
**MGO TAFT, 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 TAFT, EASTERN SAMAR in the CSC website:

JESSICA D. ELLE

HRMO

Date:

03-May-24

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	Municipal Government Assistant Department Head I (MGADH I)	MDRRMO- MGADH1-2024	22/1	53,663.00	Bachelor's Degree	16 Hours of relevant training on DRRM	3 year of relevant experience in DRRM	Career Service Professional / Second level eligibility	N/A	Local Disaster Risk Reduction and Management Office
2	Internal Auditor II	MO-IAUD2-2024	15/1	27,464.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional)/Sec ond Level Eligibility	N/A	Municipal Mayor's Office
3	Admin Aide IV (Driver II)	MO-DRV2-2024	4/1	11,690.00	Elementary school graduate	None required	None required	Valid Professional Driver's License	N/A	SB-Legislative Office
4	Security Guard III	MO-SECG3-2024	8/1	14,808.00	High school graduate	(4) hours of relevant training	One (1) year of relevant experience	Security Guard License (CSC MC No. 10, s. 2013)	N/A	Municipal Mayor's Office

5	Environmental Management Specialist I	MO-EMS1-2024	11/1	20,250.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Mayor's Office
6										
7										
8										
9										
10										

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 31, 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 indiginous 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:

**JESSICA D. ELLE**  
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 HRMO I  
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 Municipal Bldg./Brgy. 2 Taft, E. Samar  
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[jesstaft76@gmail.com](mailto:jesstaft76@gmail.com)

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