

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

Reynaldo V. Ballia  
HRMO

Date: December 29, 2023

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	Municipal Government Department Head I (Municipal Civil Registrar)	06-038	24	58384	Bachelor's Degree	None required	3 years experience in civil registry work	Career Service Professional / 2nd Level Eligibility	Not applicable	Office of the Municipal Civil Registrar
2	Municipal Government Department Head I (Municipal Treasurer)	06-022	24	58384	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting service	Basic competency on Local Treasury Examination	Not applicable	Office of the Municipal Treasurer

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 13, 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.

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

Reynaldo V. Ballia  
HRMO  
LGU Almagro  
reynaldoballia3477@gmail.com

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