

CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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

SHONNY NIÑO R. CARPESO
Head of Agency

Date: Nov 2 2021

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 Department Head I (Municipal Planning and Development Coordinator I)	1041-1	24	69,394.00	Bachelor' Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in government planning or any related field	RA 1080 (Environmental Planner)		Municipal Planning and Development Coordinator's Office
2	Administrative Officer II (Licensing Officer I)	1011-6	11	19,102.00	Bachelor' Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Mayor's Office
3	Administrative Aide II (Messenger)	1011-5	2	10,232.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Mayor's Office
4	Administrative Assistant III (Senior Bookkeeper)	1081-5	9	15,674.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting Office

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 November 17, 2021.

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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Preferably a resident of Dolores, Eastern Samar.

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

SHONNY NIÑO R. CARPESO
Municipal Mayor

thru **ELDA P. ACUDESIN**
Admin. Off. II/HRMO-Designate
acudesine84@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.