

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 filed, at the MGO DOLORES, EASTERN SAMAR in the CSC website:

**CRISELDA L. ROBEDIZO**

OIC-HRMO

Date: September 13, 2023

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 Social Welfare and Development Officer)	7611-1	24	76566	Bachelor's Degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None Required	None Required	None Required	RA 1080 (Social Worker)	N/A	LGU-Dolores MSWDO
2	Administrative Officer II (Budget Officer I)	1071-2	11	22950	Bachelor's Degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	LGU-Dolores Budget Office
3	Agricultural Technologist	8711-3	10	19700	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	None Required	RA 1080 (Agriculturist)	N/A	LGU-Dolores OMAS
4	Assessment Clerk III	1121-4	9	18029	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Dolores Assessor's Office
5	Administrative Aide I (Utility Worker I)	4411-15	1	11050	Must be able to read and write	None Required	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	LGU-Dolores RHU

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 **September 28, 2023**.

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

**CRISELDA L. ROBEDIZO**

OIC-HRMO

LGU-DOLORES

[hrmo.dolores@gmail.com](mailto:hrmo.dolores@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.