

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:

**CRISELDA L. ROBEDIZO**

OIC-HRMO

Date: August 9, 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	Administrative Aide III (Driver I)	1011-14	3	12476	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s 96 Cat. II)	N/A	Mayor's Office
2	Administrative Aide III (Utility Worker II)	1081-8	3	12476	Completion of two-year studies in college	None Required	None Required	None Required	N/A	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 **August 24, 2023**.

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 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).

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

**CRISELDA L. ROBEDIZO**

OIC-HRMO

LGU-DOLORES

[criselda.robedizo@yahoo.com](mailto:criselda.robedizo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.