



Republic of the Philippines
MGO LAWAAN, EASTERN SAMAR
Request for Publication of Vacant Positions

CSC FO - EASTERN SAMAR

To: CIVIL SERVICE COMMISSION (CSC)

ACKNOWLEDGEMENT RECEIPT 10:00 AM

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO LAWAAN, EASTERN SAMAR in the CSC website.

Date and Time of Receipt: 17 MAY 2024
EVELYN B. GAÑAS
HRMO-IV Human Resource Specialist I

Date: May 17, 2024

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 II (Secretary to the Sanggunian)	1021-a	24	63,055.00	Bachelor's degree preferably in law, commerce or public administration from a recognized college or university.	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Office of the Vice Mayor/Legislative Office
2										

"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 June 2, 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;
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 women at all levels of positions without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse orientation, gender identity and expression (SOGIE).

For Person with Disability (PWD) applicants should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EVELYN B. GAÑAS
HRMO-IV
LGU-LAWAAN
lgulawaan@gmail.com

*APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.