

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


MATHILDA M. MORILLO
HRMO

Date: January 23, 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 Assistant III (Senior Bookkeeper)	2024-55	9-1	₱14,848.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional)	Trustworthy, knowledgeable, organized, and client- centric	Office of the Municipal Accountant
2	***nothing follows***									

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, February 8, 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;
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:

ARAN dela CRUZ BOLLER
Municipal Mayor
Matuguinao, Samar
bolleraran1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.