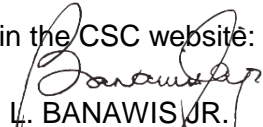


Republic of the Philippines  
**MGO GAMAY, NORTHERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO GAMAY, NORTHERN SAMAR in the CSC website:

  
BEN L. BANAWIS JR.  
MNAO/OIC-HRMO

Date: May 16, 2024

| No. | Position Title<br>(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 I<br>(Secretary I- (B))       | 4.1                | 7                      | 13,694,00      | Completion of two years studies in college | None Required | None Required | Career Service (Subprofessional) First Level Eligibility | N/A                        | Office of the Municipal Mayor |
|     |  |                    |                        |                |  |               |               |  |                            |                               |

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 May 31, 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](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 highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination.

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

**BEN L. BANAWIS JR.**

MNAO/OIC-HRMO

LGU Gamay Northern Samar

[bensenioreanawis@gmail.com](mailto:bensenioreanawis@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**