


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


Dennis S. Tomamak

HRMO

Date: February 3, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Local Disaster Risk Reduction Management Officer II	06-003	15	21,372.00	Bachelor's degree	Four (4) hours of relevant training in DRRM	One (1) year of relevant experience in DRRM	Career Service Professional/2nd level eligibility	Not applicable	Office of the Municipal Disaster Risk Reduction Management Officer	
2	Administrative Officer II (Human Resource Management Officer I)	06-004	11	14,528.00	Bachelor's degree	None required	None required	Career Service Professional/2nd level eligibility	Not applicable	Office of the Municipal Mayor	
3	Municipal Government Department Head I (Municipal Treasurer)	06-022	24	58,384.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	Three (3) years in treasury or accounting service	Basic competency on Local Treasury Examination	Not applicable	Office of the Municipal Treasurer	
4	Revenue Collection Clerk I	06-025	5	9,805.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional/1st level eligibility	Not applicable	Office of the Municipal Treasurer	

5	Municipal Government Department Head I (Municipal Assessor)	06-028	24	58,384.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None required	Three (3) years in real estate property assessment work or any related field	R.A. 1080(Real Estate Service)	Not applicable	Office of the Municipal Assessor
6	Sanitary Inspector II	06-035	8	16,758.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/1st level eligibility	Not applicable	Rural Health Unit

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 20, 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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position 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 sexual orientation, gender identity and expression (SOGIE).

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

Dennis S. Tomamak
 HRMO Designate
 LGU-Almagro, Samar
denstomamak@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.