

Republic of the Philippines
MGO ARTECHE, 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 ARTECHE, EASTERN SAMAR in the CSC website:


MYRNA B. PEPITO
HRMO


Date: February 7, 2022

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 Office V (HRMO III)	15-c	18	34,945	Bachelor's Degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	Career Service Professional (Second Level Eligibility)		Mayor's Office
2	Aministrative Aide III (Driver I)	3-c	3	10,858	Elementary School Graduate	None Required	None Required	Drive's License (CSC MC 11 s, 96 cat. IV)		Vice Mayor's Office
3	Secretary to the Sangguniang Bayan I	3	24	69,394	Bachelor's Degree Preferably in law commence, public administration	None Required	None Required	Career Service Professional or its equivalent		Sangguniang Bayan 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 February 22, 2022.

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:


MYRNA B. PEPITO
HRMO
LGU-ARTECHE, EASTERN SAMAR
hrmoartechelgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.