

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 18, 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	Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	11	24	69,394	Bachelor's Degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None Required	3 yrs of experience in the practice of social work	R.A 1080 Social Worker	N/A	MSWD Office
2	Secretary to the Sangguniang Bayan I	3	24	69,394	Bachelor's Degree Preferably in law commerce, public administration	None Required	None Required	First grade/Career Service Professional or its equivalent	N/A	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 March 05, 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.

