

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. PERITO
HRMO

Date: February 28, 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 Aide 1 (Utility Worker 1) | 01-c | 1 | 9,627 | Must be able to read and write | None Required | None Required | None Required | | Mayor's Office |
| 2 | Administrative Officer 1 (Records Officer 1) | 3-b | 10 | 16,964 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional)/Second Level eligibility | | Vice Mayor's office |
| 3 | Waterworks Technician | 10-c | 6 | 12,960 | High School Graduate or Completion of Relevant Vocational/ Trade Course | None Required | None Required | CSC MC 11,S. 1996 as Ammended by CSC MC 10,S. 2013- Cat II | | Engineering 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 15, 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. REPITO
HRMO
LGU-ARTECHE, EASTERN SAMAR
hrmoartechelgu@gmail.com