

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. REPITO
HRMO

Date: December 9, 2021

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 Gov't. Dept. Head 1 (Mun. Social Welfare and Development Officer)	11	24	69,394	Bachelor of Science in Social Work	24 hrs of relevant training	4yrs of relevant experience	R.A 1080		MSWD OFFICE
2	SB Secretary	3	24	69,394	Bachelor's Degree preferably in Law, Commerce, Public Administration	None Required	None Required	Career Service Professional or its equivalent		SB OFFICE

3	Municipal Gov't Dept. Head 1 (Municipal Agriculturist)	13-1	24	69,394	Bachelor's Degree in Agriculture or other allied courses such as Agri'l Eng, Fisheries Technology and Veterinary Medicine.	None Required	3 years in Agriculture or in a related field	RA1080		Mun. Agricultural Office
4	Municipal Gov't Dept. Head 1 (LDRMO)	14-1	24	69,394	Bachelor's Degree	24 hrs. relevant training in Management and Supervision on DRRM.	4 years in position involving management & supervision, 1 year of which is relevant to disaster risk reduction management.	Career Service Proof		DRRM Office
5	Admin. Officer V (HRMO III)	15-c	18	34,945	Bachelor's Degree	8 hours of relevant training	2years relevant experience	Career Service Proof		HRM Office
6	Tourism Operations Officer II	16-c	15	26,860	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service proof		Tourism Office
7	Public Utilities Regulation Officer 1	10-b	11	19,102	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Proof (2nd level eligibility)		Eng. Office
8	Waterworks Technician	10-c	6	12,960	High School Graduate	None Required	None Required	Career Service Subproof		Eng. Office

9	Admin. Aide III (Driver 1)	3-c	3	10,858	High School Graduate	None Required	None Required	Driver License (MC II s, 96- cat. 1)	Vice Mayor Office
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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 December 24, 2021.

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.