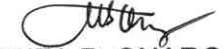


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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



URIZA B. ONAROSA

Administrative Officer IV (HRMO II)

Date: February 15, 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 II	20-06	2	9,593.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	Local Disaster Risk Reduction and Management Office
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 7, 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](http://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:

**URIZA B. ONAROSA**

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Administrative Officer IV (HRMO II)

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Municipal Building, Balangiga, Eastern Samar

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[urizabadillaonarosa@yahoo.com](mailto:urizabadillaonarosa@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**