

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: 2/21/2022

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 I	11-11	1	9,026.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	None	Municipal Treasurer's Office, Balangiga, Eastern Samar
2	Administrative Aide I	13-10	1	12,034.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	None	Rural Health Unit, Balangiga, Eastern Samar
3	Administrative Aide I	17-04	1	9,026.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	None	Municipal Engineering Office, Balangiga, Eastern Samar

4	Administrative Aide I	18-03	1	9,026.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	None	Balangiga Water Supply System, Balangiga, Eastern Samar
5	Administrative Aide I	18-04	1	9,026.00	Must be able to read and write (preferably High School Graduate)	None	None	None	None	None	Balangiga Water Supply System, Balangiga, Eastern Samar
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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 3/11/2022.

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:

URIZA B. ONAROSA

Administrative Officer IV (HRMO II)

Municipal Building, Balangiga, Eastern Samar

urizabadillaonarosa@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.