

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

MA. JUBETH B. GLOBIO
HRMO
Date: JANUARY 31, 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 (UTILITY WORKER I)	4-L	3	9500	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYOR'S OFFICE
2	ADMINISTRATIVE AIDE (UTILITY WORKER I)	27-J	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL TREASURER'S OFFICE
3	ADMINISTRATIVE AIDE (UTILITY WORKER I)	27-K	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL TREASURER'S OFFICE
4	ADMINISTRATIVE AIDE (UTILITY WORKER I)	39-P	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING'S OFFICE
5	ADMINISTRATIVE AIDE (UTILITY WORKER I)	48-A	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL AGRICULTURE AND SERVICES OFFICE
6	ADMINISTRATIVE AIDE (UTILITY WORKER I)	48-B	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL AGRICULTURE AND SERVICES OFFICE
7	ADMINISTRATIVE AIDE (UTILITY WORKER I)	64	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT SERVICES OFFICE
8	ADMINISTRATIVE AIDE (UTILITY WORKER I)	65	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT SERVICES OFFICE
9	ADMINISTRATIVE AIDE (UTILITY WORKER I)	66	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
10	ADMINISTRATIVE AIDE (BUDGETING AIDE)	22	4	10080	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL BUDGET OFFICE
11	ADMINISTRATIVE AIDE (UTILITY WORKER I)	38	1	8424	ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING'S 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 February 16, 2022.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. JUBETH B. GLOBIO
HRMO - I
LGU-BALANGKAYAN
jubeth.globio@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

MA. JUBETH B. GLOBIO
HRMO
Date: 31-Jan-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL TREASURER)	23	24	60719	BACHELOR'S DEGREE PREFERABLE IN COMMERCE, PUBLIC ADMINISTRATION OR LAW	NONE REQUIRED	THREE (3) YEARS IN TREASURY OR ACCOUNTING SERVICE	CAREER SERVICE PROFESSIONAL/SECO ND LEVEL ELIGIBILITY	N/A	MUNICIPAL TREASURER'S 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 February 16, 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:

MA. JUBETH B. GLOBIO
HRMO - I
LGU-BALANGKAYAN
jubeth.globio@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.