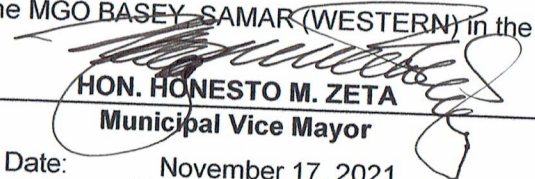


Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

Republic of the Philippines  
**MGO BASEY, SAMAR (WESTERN)**  
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 BASEY, SAMAR (WESTERN) in the CSC website:

  
**HON. HONESTO M. ZETA**  
Municipal Vice Mayor

Date: November 17, 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	Legal Assistant I	10-2020-03	10	19,085.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other Allied Courses.	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	SB Office
2	Administrative Aide IV (Bookbinder II)	10-2020-04	4	12,960.00	Elem. School Grad.	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	SB Office
3	Local Legislative Staff Employee I	10-2020-05	2	11,511.00	Elem. School Grad.	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	SB Office
4	Local Legislative Staff Assistant II	10-2020-06	8	16,426.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SB Office
5	Administrative Aide VI (Stenographer II)	10-2020-07	6	14,580.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub professional)/First Level Eligibility	N/A	SB Office

6	Administrative Aide IV (Clerk II)	23-2003	4	12,960.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub professional)/First Level Eligibility	N/A	SB 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 December 02, 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](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:

**HON. HONESTO M. ZETA**  
 \_\_\_\_\_  
 Municipal Vice Mayor  
 \_\_\_\_\_  
 LGU BASEY, SAMAR  
 \_\_\_\_\_  
[sb\\_basey@yahoo.com](mailto:sb_basey@yahoo.com)  
 \_\_\_\_\_

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