

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:

  
**RHOY O. AVILA**

HRMO

Date: April 12, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency applicable (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I)	39-2001	8	17,770.00	Completion of two years studies in College	4 hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional) 1st Level Eligibility	NONE	Municipal Accounting Office
2	ADMINISTRATIVE AIDE III (CLERK I)	88-2002	3	13,210.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional) 1st Level Eligibility	NONE	Municipal Agriculture 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 **April 27, 2023**

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.

This office highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the Indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**HON. LUZ CHU-PONFERRADA**  
Municipal Mayor  
LGU Basey, Samar  
[lcpbasey2019@gmail.com](mailto:lcpbasey2019@gmail.com)