

2	Municipal Government Assistant Department Head I	1000-3-013	22	51311	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: <ul style="list-style-type: none"> <li>• Tourism Awareness and Capability Building Seminar for LGUs</li> <li>• Seminar on Disaster Risk Reduction and Management</li> <li>• Basic Tourism Statistics Training (BTST)</li> <li>• Local Tourism Guidebook Orientation; and</li> <li>• Seminar on Gender and Development Orientation</li> </ul>	3 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Administrator
3	Municipal Government Assistant Department Head I	1000-1-004	22	51311	Bachelor's Degree	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	3 years of supervisory/management experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>•Building collaborative, inclusive working relationships (Intermediate)</li> <li>•Managing performance and coaching for results (Intermediate)</li> <li>•Leading change (Intermediate)</li> <li>•Thinking strategically and creatively (Intermediate)</li> <li>•Creating and nurturing a high performing organization (Intermediate)</li> </ul>	Office of the Municipal Mayor

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 10, 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:

**AMADOR D. RAFALES**

MGADH I/HRMO

New Municipal Hall, Calbiga, Samar

[rafalesamador@gmail.com](mailto:rafalesamador@gmail.com)

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

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

  
**AMADOR D. RAFALES**  
HRMO

Date: February 22, 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	Municipal Government Assistant Department Head I	1000-3-014	22	51311	Bachelor's degree	16 hours of relevant training on DRRM	3 years relevant experience on DRRM	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Administrator