


Republic of the Philippines
MGO CAN-AVID, 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 filed, at the MGO CAN-AVID, EASTERN SAMAR in the CSC website:


HUBERT R. JAVA
LSOJQC-HRMO
December 1, 2022

No.	Position Title (Parenthetical Title, if applicable)	Paralia Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II (Clerk IV)	50	8	14249	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year relevant experience	Career Service Sub-Prof/ Relevant Eligibility for First level position		Municipal Treasurer's Office
2	Planning Officer I	92	11	19079	Bachelor's Degree relevant to the job.	None	None	Career Service Professional/ Relevant Eligibility for second level position		Office of the Municipal Planning and Development

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 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.

5. This office highly encourages 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 and 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:

HUBERT R. JAVA
LSOJQC-HRMO
Municipal Government of Can-avid
upaticanavidhrmo2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.