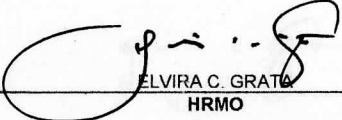


Republic of the Philippines
MGO CAN-AVID, EASTERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO CAN-AVID, EASTERN SAMAR in the CSC website:


ELVIRA C. GRATA
HRMO

Date: December 24, 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	Municipal Government Assistant Department Head I	25-a	22	51311	Master's Degree or Certificate in Leadership and management from the CSC	120 Hours of supervisory/ management learning and development intervention undertaken within the last 5 years	3 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Management Office
2	Municipal Government Department Head I (MSWDO)	80	24	65057	Bachelor's Degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None Required	3 Years experience in the practice of social work	RA 1080 (Social Work)		Office of the Municipal Social Welfare 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 January 08, 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:

ELVIRA C. GRATA

HRMO V

Municipal Government of Can-avid

elvragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.