

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: September 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	Engineer I	87	12	18371	Bachelors degree in engineering	None Required	None Required	RA 1080		Office of the Municipal Engineer
2	Administrative Assistant II (Budgeting Assistant)	21	8	13688	Completion of two years studies in college	4 Hours of Relevant Training	1 year of Relevant Experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Budget
3										
4										
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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 October 2, 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:

ELVIRA C. GRATA

HRMO V

Municipal Government of Can-avid

[elvragrata@yahoo.com.ph](mailto:elvragrata@yahoo.com.ph)

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