

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	Administrative Assistant III (Senior Bookkeeper)	40-a	9	14088	Completion of two (2) years studies in college	Four (4) hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) Relevant Eligibility for First Level Position		Office of the Municipal Accountant
2	Administrative Assistant III (Senior Bookkeeper)	40-b	9	14695	Completion of two (2) years studies in college	Four (4) hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) Relevant Eligibility for First Level Position		Office of the Municipal Accountant
3	Youth Development Assistant II	82-A	8	13129	Completion of two (2) years studies in college	Four (4) hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) Relevant Eligibility for First Level Position		Office of the MSWDO
4	Administrative Aide III (Utility Worker II)	83-a	3	10179	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the MSWDO
5	Administrative Aide III (Utility Worker II)	83-b	3	10179	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the MSWDO
6	Administrative Aide III (Utility Worker II)	83-c	3	10179	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the MSWDO
7	Internal Auditing Assistant	99-a	8	13688	Completion of two (2) years studies in college	Four (4) hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) Relevant Eligibility for		Office of the Internal and Audit

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 02, 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;
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

elviraqrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.