

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:

Date: August 27, 2021


SIL NORMAN P. GERMINO
Municipal Mayor

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	
1	Municipal Government Assistant Department Head I (HRMO IV)	25-a	22	50150	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									
3									
4									
5									

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 September 13, 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:

EIVIRA C. GRATIA

HRMO V

Municipal Government of Can-avid

eiviragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.