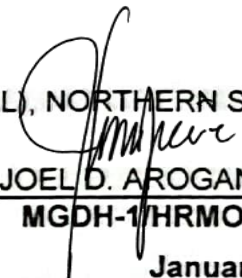


Republic of the Philippines  
**MGO CATARMAN (CAPITAL), NORTHERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO CATARMAN (CAPITAL), NORTHERN SAMAR in the CSC website:

  
JOEL D. AROGANTE  
MGDH-1/HRMO V

Date: January 5, 2022

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 Aide I/Utility Worker	20-19	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
2	Security Guard I	18-17	03	12215	High School Graduate	None required	None required	Security Guard License (MC11,s. 96 - Cat. III)		Municipal Public Order and Safety Office
3	Administrative Assistant V / Electronics and Communication Equipment Technician III	17-9	11	21489	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Electronics Equipment Technician (MC 11, s. 96 - Cat. II) First Level Eligibility		Municipal Human Resource Management and Development Office
4	Administrative Aide-IV / Driver II	16-9	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Environment and Natural Resources Office

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 20, 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](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.

**\*Regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status**  
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

  
\_\_\_\_\_  
**JOEL D. AROGANTE**

\_\_\_\_\_  
MGDH-1/HRMO V

\_\_\_\_\_  
LGU Catarman

\_\_\_\_\_  
[jl.delorino2020@yahoo.com](mailto:jl.delorino2020@yahoo.com)

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