

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: February 11, 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	Municipal Government Assistant Department Head-1 (Assistant Municipal Treasurer)	05-2	22	61574	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	NONE	Municipal Treasurer's Office
2	Administrative Aide I (Utility Worker I)	20-66	01	10831	Must be able to read and write	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	NONE	Office of the Economic Enterprise
3	Administrative Aide I (Utility Worker I)	20-67	01	10831	Must be able to read and write	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	NONE	Office of the Economic Enterprise
4	Administrative Aide I (Utility Worker I)	15-13	01	10831	Must be able to read and write	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	NONE	Municipal Environment and Natural Resources Office
5	Day Care Worker I	13-13	06	14580	High School Graduate	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	NONE	Municipal Social Welfare and Development Office
6	Social Welfare Aide	13-14	04	12960	High School Graduate	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	NONE	Municipal Social Welfare and Development 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 **February 26, 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 Calarman

\_\_\_\_\_  
jldelorino2020@yahoo.com

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