

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: November 9, 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	Electronics & Communication Equipment Technician I	07-8	6	13972	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required		MUNICIPAL ACCOUNTING OFFICE
2	Reproduction Machine Operator I	07-5	2	11048	Elementary School Graduate	None required	None required	None required		MUNICIPAL ACCOUNTING OFFICE
3	Accountant IV	07-2	22	60180	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 year of relevant experience	RA 1080		MUNICIPAL ACCOUNTING OFFICE
4	Administrative Assistant II / Bookkeeper	07-4	8	15755	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		MUNICIPAL ACCOUNTING 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 **November 25, 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.

**\*Regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOEL D. AROGANTE**

MGDH-1/HRMO V

LGU Catarman

[jldelorino2020@yahoo.com](mailto:jldelorino2020@yahoo.com)

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