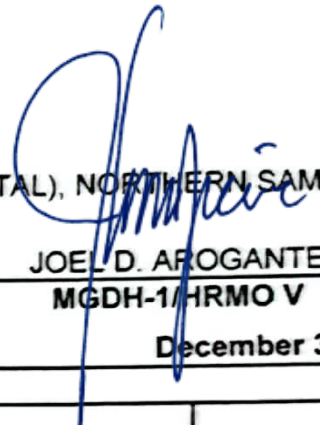


Republic of the Philippines
MGO CATARMAN (CAPITAL), NORTHERN SAMAR
Request for Publication of Vacant Positions

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: December 31, 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	Metro Aide I	15-11	02	11511	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
2	Administrative Aide I/Utility Worker	15-30	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
3	Metro Aide I	15-42	02	11511	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
4	Administrative Aide I/Utility Worker	15-29	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
5	Traffic Aide I	18-19	03	12215	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office
6	Administrative Aide-IV / Driver II	12-36	04	14400	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Health Office

7	Social Welfare Assistant	13-6	08	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Social Welfare and Development Office
8	Park Attendant I	15-38	02	11511	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
9	Administrative Aide VI / Electronics and Communication Equipment Technician I	12-45	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
10	Administrative Aide VI / Electronics and Communication Equipment Technician I	12-44	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
11	Administrative Aide VI / Electronics and Communication Equipment Technician I	12-43	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC11,s. 96 - Cat. III)		Municipal Health Office

12	Administrative Aide VI / Electronics and Communication Equipment Technician I	13-7	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Social Welfare and Development Office
13	Administrative Aide I/Utility Worker	15-35	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
14	Administrative Aide I/Utility Worker	20-49	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
15	Administrative Aide I/Utility Worker	12-46	01	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
16	Administrative Aide I/Utility Worker	12-19	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
17	Administrative Aide I/Utility Worker	15-21	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
18	Administrative Aide I/Utility Worker	11-10	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office
19	Social Welfare Assistant	13-4	08	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofession al) First Level Eligibility		Municipal Social Welfare and Development Office
20	Administrative Aide-IV / Driver II	10-9	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Engineering Office
21	Administrative Aide I/Utility Worker	15-28	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office

22	Administrative Aide I/Utility Worker	15-36	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
23	Administrative Aide I/Utility Worker	20-34	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
24	Administrative Aide I/Utility Worker	20-20	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
25	Administrative Aide I/Utility Worker	16-14	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Disaster and Risk Reduction Management Office
26	Administrative Aide I/Utility Worker	15-37	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
27	Cook I	13-9	03	12215	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Social Welfare and Development Office
28	Security Guard I	18-15	03	12215	High School Graduate	None required	None required	Security Guard License (MC11,s. 96 - Cat. III)		Municipal Public Order and Safety Office
29	Security Guard I	18-12	03	12215	High School Graduate	None required	None required	Security Guard License (MC11,s. 96 - Cat. III)		Municipal Public Order and Safety Office
30	Administrative Aide I/Utility Worker	16-13	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Disaster and Risk Reduction Management Office
31	Administrative Assistant V / Electronics and Communication Equipment Technician I	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

32	Park Operations Superintendent II	20-53	18	39313	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Economic Enterprise
33	Administrative Assistant II / Human Resource Management Assistant	17-4	8	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Human Resource Management and Development Office
34	Registration Officer II	11-3	14	27719	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Civil Registrar Office
35	Engineer I	10-17	12	23447	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Municipal Engineering Office
36	Engineering Aide	10-18	04	12960	High School Graduate or Completion of relevant	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Engineering Office
37	Revenue Collection Clerk I	20-9	05	13748	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Economic Enterprise
38	Administrative Assistant II / Bookkeeper I	20-6	08	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Economic Enterprise
39	Administrative Aide II / Bookbinder I	11-4	02	11511	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office
40	Administrative Aide II / Bookbinder I	11-5	02	11511	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office

41	Administrative Assistant IV / Bookbinder IV	17-3	10	19085	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)		Municipal Human Resource Management and Development Office
42	Social Welfare Assistant	13-5	08	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Social Welfare and Development Office
43	Administrative Aide-IV / Driver II	16-10	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Disaster and Risk Reduction Management Office
44	Administrative Aide-IV / Driver II	16-9	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Disaster and Risk Reduction Management Office
45	Administrative Aide-IV / Driver II	15-40	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Disaster and Risk Reduction Management Office
46	Sanitation Inspector I	12-29	06	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Health Office
47	Meat Inspector I	20-24	06	14580	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Economic Enterprise
48	Tax Mapping Aide	05-19	04	12960	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Treasurer Office
49	Administrative Assistant IV / Bookbinder IV	13-3	10	19085	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)		Municipal Social Welfare and Development Office
50	Traffic Aide II	18-11	05	13748	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office

51	Traffic Aide III	18-3	07	15461	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office
52	Administrative Aide-IV / Driver II	13-8	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Social Welfare and Development Office
53	Traffic Aide I	18-20	03	12215	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office
54	Traffic Aide I	18-14	03	12215	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office
55	Engineering Aide	10-19	04	12960	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Engineering Office
56	Traffic Aide I	18-13	03	12215	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Public Order and Safety Office
57	Instrumentman	10-20	05	13748	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Engineering Office
58	Local Disaster Risk Reduction Management Officer I	16-12	11	21489	Bachelor's Degree	None required	None required	Career Service Professional / 2nd Level Eligibility		Municipal Disaster and Risk Reduction Management Office
59	Local Disaster Risk Reduction Management Officer I	16-11	11	21489	Bachelor's Degree	None required	None required	Career Service Professional / 2nd Level Eligibility		Municipal Disaster and Risk Reduction Management Office

60	Local Disaster Risk Reduction Management Officer V	16-1	24	78068	Master's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional / 2nd Level Eligibility		Municipal Disaster and Risk Reduction Management Office
61	Municipal Government Department Head-1	16-1	24	78068	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional / 2nd Level Eligibility		Municipal Disaster and Risk Reduction Management Office
62	Planning Officer IV	09-2	22	61574	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Planning 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 **January 15, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.