Republic of the Philippines
MGO DARAM, SAMAR (WESTERN)
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 DARAM, SAMAR (WESTERN) in the CSC website:

JOEMAR A. CAPRANCA
HRMO

Date: December 07, 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	Administrative Officer II (Administrative Officer I)	311-5	SG 11	16,603	Bachelors Degree	None Required	None Required	Civil Service (Professional) Second level eligibility	N/A	Mayor's Offce
2										
3										
4										
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6										
7										
8										
9										
10										

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 07, 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.

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

JOEMAR A. CAPRANCA
HRMO - Designate
LGU-DARAM, POB. 01, DARAM, SAMAR
joemarcapranca@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.