

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. CAFRANCA  
HRMO

Date: 12-Feb-24

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 IV (HRMO II)	311-19	SG 15	29,295.00	Bachelor's Degree	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor
2	Assessment Clerk I	316-2	SG 4	12,469.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Assesor
3	Administrative Assistant II (Bookkeeper I)	317-2	SG 8	15,795.00	Completion of two years studies in college	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Accounting
4	Municipal Government Head I (Municipal Engineer)	3110-1	SG 24	72,062.00	Bachelor's Degree in Civil Engineering	None Required	3 years in the practice of Engineering	RA 1080		Office of the Municipal Engineer

5	Administrative Aide VI (Mechanic II)	3110-12	SG 6	14,042.00	High School graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic		Office of the Municipal Engineer
6	Sanitation Inspector I	3111-16	SG 6	18,520.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Health
						x nothing follows x				

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 27, 2024.**

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**JOEMAR A. CAFRANCA**

HRMO - Designate

Brgy. Poblacion 01, Daram, Samar

[joemarcafranca@gmail.com](mailto:joemarcafranca@gmail.com)

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

