

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: January 25, 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	Administrative Officer IV (HRMO II)	311-19	SG 15	26,860.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office
2	Administrative Aide III (Clerk I)	311-17	SG 3	10,858.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility		Municipal Mayor's Office
3	Local Treasury Operations Officer I	315-9	SG 11	19,102.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office
4	Revenue Collection Clerk II	315-2	SG 7	13,743.00	Completion of 2 years studies in college	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office
5	Revenue Collection Clerk I	315-3	SG 5	12,892.00	Completion of 2 years studies in college	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office
6	Administrative Aide III (Clerk I)	315-10	SG 3	10,858.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility		Municipal Treasurer's Office
7	Administrative Aide IV (Budget Aide)	318-2	SG 4	12,154.00	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility		Municipal Budget Office
8	Municipal Government Department Head I (Municipal Engineer)	3110-1	SG 24	69,394.00	Bachelor's Degree in Civil Engineering	None required	3 years experience in the practice of engineering	RA 1080		Municipal Engineering Office
9	Administrative Aide VI (Mechanic II)	3110-12	SG 6	12,960.00	High School graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC. 11, S. 96- Cat I)		Municipal Engineering Office
10	Sanitation Inspector I	3111-19	SG 6	16,200.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility		Municipal Health 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 25, 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.

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

**JOEMAR A. CAFRANCA**  
 HRMO - Designate  
 LGU-DARAM, POB\_01, DARAM, SAMAR  
[joemarcapranca@gmail.com](mailto:joemarcapranca@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Assessment Clerk I	316-2	SG 4	11,520.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Assessor's Office
2	Municipal Government Department Head I (PESO Manager)	334-1	SG 24	69,394.00	Bachelor's Degree preferably in the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None Required	3 years of supervisory/management experience in program management relative to employment facilitation	Career Service (Professional) Second Level Eligibility		Municipal Public Employment Service Office
3	Environmental Management Specialist II	324-1	SG 15	26,860.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Environment and Natural Resources Office
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**JOEMAR A. CAFRANCA**  
HRMO - Designate  
LGU-DARAM, POB. 01, DARAM, SAMAR  
[joemarcapranca@gmail.com](mailto:joemarcapranca@gmail.com)

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