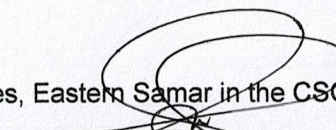


Republic of the Philippines
MGO Dolores, Eastern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO Dolores, Eastern Samar in the CSC website:


JOSE VIRGILIO R. AYAD
HRMO-Designate

Date: 28-Jan-22

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 Aide III (Clerk I)	1041-3	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		Municipal Planning and Development Coordinator's Office
2	Municipal government Assistant Department Head I	4411-22	22	69,963.00	Doctor of Medicine	None Required	None Required	RA 1080 Physician		Rural Health Unit/Brgy. Hinolaso Health Center
3	Medical Technologist I	4411-21	11	20,351.00	Bachelor's Degree in Medical Technology of Bachelor of Science in Public Health	None Required	None Required	RA 1080 Medical Technologist		Rural Health Unit

4	Administrative Aide III (Utility Worker II)	8711-26	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Agricultural Servces
5	Administrative Aide III (Utility Worker II)	8711-27	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Agricultural Servces
6	Administrative Aide III (Utility Worker II)	8711-28	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Agricultural Servces
7	Administrative Officer V (HRMO III)	3-03-008-2	18	36,162.00	Bachelor's Degree relevant to the job preferably BS Psychology or Human Resource Management or its equivalent	8 hours of relevant training in HR, personnel, recruitment and CSC prescribed training	2 years of relevant experience in HR administration; personnel management; government services rules, obligations and policies and standards	Career Service Professional/Second(2 nd)Level		Human Resource Management Office
8	Administrative Aide III (Utility Worker II)	3-02-004-2	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		Municipal Environment and Natural Resources Office
9	Administrative Aide III (Utility Worker II)	3-02-004-3	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		MENRO
10	Administrative Aide III (Utility Worker II)	3-04-002-1	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		MDWSS
11	Administrative Aide III (Utility Worker II)	3-04-002-2	3	11,300.00	Must be able to read and write	None Required	None Required	None Required		MDWSS

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 14, 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:

JOSE VIRGILIO R. AYAD

MENRO/HRMO Designate

Municipal Hall Bldg., Dolores, Eastern Samar

ayadvirgilio@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.