

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**  
MENRO/HRMO-Designate

Date: Feb. 2, 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 II (Licensing Officer I)	1011-6	11	₱19,102.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Mayor's Office
2	Administrative Aide III (Utility Worker II)	1043-3	3	₱11,300.00	Must be able to read and write/Elementary Graduate	None Required	None Required	None Required		Municipal Planning and Development Coordinator's Office
3	Administrative Aide VI (Accounting Clerk II)	1081-2	6	₱13,502.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting 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 18, 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:

**JOSE VIRGILIO R. AYAD**

MENRO/HRMO-Designate

LGU-Dolores, Eastern Samar

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

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