

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: 7-Feb-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 (Utility Worker II)	3-03-012-2	3	₱11,300.00	Must be able to read and write	None Required	None Required	None Required	None Required	Business Permit and Licensing Office
2	Administrative Aide III (Utility Worker II)	1081-8	3	₱11,300.00	Must be able to read and write	None Required	None Required	None Required	None Required	Municipal Accounting Office
3	Administrative Aide III (Utility Worker II)	1041-3	3	₱11,300.00	Must be able to read and write	None Required	None Required	None Required	None Required	Municipal Planning and Development Office
4	X-X-X-X-X-X-X									
5										
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 February 22, 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.**