

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:

**CRISELDA L. ROBEDIZO**

HRMO III

Date: February 8, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Tourism Operations Officer II	1011-13	15	29295	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		N/A	LGU-Dolores
2	Electrician II	1061-2	6	14920	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 11, S. 96 - Cat. I)		N/A	LGU-Dolores
3	Administrative Aide III (Utility Worker II)	1081-4	3	11742	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96-Cat. III)		N/A	LGU-Dolores

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 23, 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 encourages all interested and qualified and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), 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/mail their application to:

**CRISELDA L. ROBEDIZO**

HRMO III

LGU-DOLORES

[hrmo.dolores@gmail.com](mailto:hrmo.dolores@gmail.com)

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