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FO must be in MS Excel format

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: December 7, 2023

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 I (Utility Worker I)	8711-11	1	10400	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, s. 96 - Cat. III)	N/A	LGU-DOLORES (OMAS)
2	ADMINISTRATIVE AIDE VI (Accounting Clerk II)	1081-2	6	14042	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	Career Service Sub-Professional/First Level Eligibility	N/A	LGU-DOLORES (ACCOUNTING)

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 **December 22, 2023**.

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.
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/email their application to:

CRISELDA L. ROBEDIZO

HRMO III

LGU-DOLORES

hrmo.dolores@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.