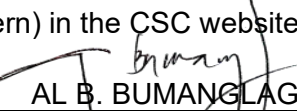


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO Gandara , Samar (Western) in the CSC website:

  
AL B. BUMANGLAG  
HRMO III

Date: 01/28/22

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 IV (Bookbinder II)	1031-03	4	12240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Human Resource Management Office
2	Administrative Aide VI (Clerk III)	1031-06	6	13770	completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Human Resource Management Office
3	Revenue Collection Clerk I	1091-06	5	12984	completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Municipal Treasurer
4	Revenue Collection Clerk I	1091-14	5	12984	completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Municipal Treasurer
5	Administrative Assistant II (Budgeting Assistant)	1071-03	8	15513	completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Office of the Municipal Budget Officer
6	Agricultural Technologist	8711-05	10	16508	Bachelor's Degree in Agriculture or other allied course such as Agricultural engineering, Fisheries Technology and Veterinary Medicine	none required	none required	Relevant RA1080		Office of the Municipal Agriculture
7	Administrative Aide IV (Bookbinder II)	1051-03	4	112240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Office of the Municipal Civil Registrar

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 12, 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:

**AL B. BUMANGLAG**  
HRMO III  
DUMALOONG, GANDARA, SAMAR  
[gandaralgu12345@gmail.com](mailto:gandaralgu12345@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.