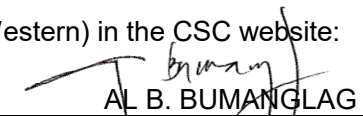


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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: 02/24/22

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 II)	1071-06	3	11536	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Municipal Budget Officer
2	Administrative Aide III (Utility II)	1031-09	3	11536	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Human Resource Management Office
3	Administrative Aide IV (Bookbinder II)	1022-06	4	12240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Office of the Sangguniang Bayan Secretary

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 March 11, 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.