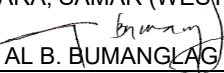


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: 11-Nov-2021

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	Electrical Inspector II	1061-22	SG-8/S-1	14879.00	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96-Cat. I)		General Services Office
2	Administrative Aide IV (Driver II)	1011-08	SG-4/S-1	11736.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat. II)		Office of the Mayor
3	Senior Administrative Assistant II (Computer Operator IV)	1081-13	SG-14/S-1	24885.00	Completion of two years studies in college or high school graduate with relevant vocational / trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s. 96-Cat. I) First Level Eligibility		Office of the Municipal Accountant
4	Administrative Assistant I (Bookbinder III)	8711-22	SG-7/S-1	13989.00	Elementary School Graduate	none required	none required	none required (MC 11, s.96 - Cat. III)		Office of the Municipal Agriculture
5										

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 November 26, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AL B. BUMANGLAG

HRMO III

Brgy. Dumaloong, Gandara Samar

hpb08201985b@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.