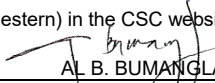


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: 02/10/22

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 VI (Clerk III)	1024-04	6	13770	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Municipal Librarian
2	Administrative Aide IV (Clerk II)	1051-03	4	12240	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Municipal Civil Registrar
3	Administrative Assistant III (Senior Bookkeeper)	1081-02	9	16654	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 Accountant
4	Administrative Aide III (Laborer II)	1021-13	3	11536	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Vice Mayor
5	Municipal Government Assistant Department Head I	1081-14	22	58153	Bachelor's degree preferably in BS Accountancy	120 hours of supervisory / management learning and development intervention undertaken within the last (5) years	3 years of supervisory / managerial experience	Career Service (Professional) Second level eligibility preferably RA 1080 Certified Accountant	1. Building Collaborative, inclusive working relationship 2. Creating and Nurturing a high performing organization 3. Leading Change 4. Thinking Strategically and creatively 5. Managing performance and coaching for result	Office of the Municipal Accountant

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 25, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.