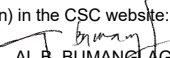


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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: 01/27/22

| No. | Position Title<br>(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   | Local Disaster Risk Reduction and Management Assistant | 9000-04            | 8                      | 15513          | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience in Disaster Risk Reduction Management | Career Service (Subprofessional) First Level Eligibility                                  |                            | Disaster Risk Reduction Management Office              |
| 2   | Local Disaster Risk Reduction and Management Assistant | 9000-05            | 8                      | 15513          | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience in Disaster Risk Reduction Management | Career Service (Subprofessional) First Level Eligibility                                  |                            | Disaster Risk Reduction Management Office              |
| 3   | Administrative Aide IV (Driver II)                     | 1091-27            | 4                      | 14400          | Elementary School Graduate                 | none required                | none required   | Professional Driver's License (CSC MC II, s.1996, as amended by MC10, s.2013-category IV) |                            | Municipal Health Office                                |
| 4   | Data Entry Machine Operator I                          | 1041-06            | 6                      | 13770          | Completion of two years studies in college | none required                | none required   | Career Service (Subprofessional) (MC II, s.96-cat.I) First Level Eligibility              |                            | Municipal Planning, and Development Coordinator Office |
| 5   | Administrative Aide III (Utility II)                   | 1071-06            | 3                      | 10229          | must be able to read and write             | none required                | none required   | none required (MCII, s.96-cat.III)  |                            | Office of the Municipal Budget Officer                 |
| 6   | Administrative Aide III (Utility II)                   | 1031-09            | 3                      | 10229          | must be able to read and write             | none required                | none required   | none required (MCII, s.96-cat.III)  |                            | Human Resource Management Office                       |
| 7   | Social Welfare Officer II                              | 1061-11            | 15                     | 28534          | Bachelors degree relevant to the job       | 4 hours of relevant training | 1 year of relevant experience                                       | Career Service (Professional) Second Level Eligibility                                    |                            | Municipal Social Welfare and Development Office        |
| 8   | Social Welfare Aide                                    | 1061-12            | 4                      | 12240          | High School Graduate                       | none required                | none required   | none required (MCII, s.96-cat.III)  |                            | Municipal Social Welfare and Development Office        |
| 9   | Social Welfare Aide                                    | 1061-13            | 4                      | 12240          | High School Graduate                       | none required                | none required   | none required (MCII, s.96-cat.III)  |                            | Municipal Social Welfare and Development Office        |

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 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.