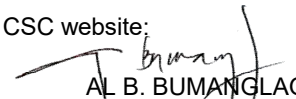


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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: 02/03/22

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 (Clerk II)	8751-03	4	12240	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Engineer
2	Draftsman	1041-02	8	15513	Completion of two years studies in college or School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or illustrator (MC 11, s.96-cat.1) First level eligibility		Office of the Municipal Planning and Development Coordinator
3	Administrative Assistant III (Bookkeeper II)	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 Accountant
4	Administrative Assistant I (Bookbinder III)	1091-28	7	14714	Elementary School Graduate	none required	none required	none required (MC11, s.96-cat.III)		Office of the Municipal Treasurer
5	Administrative Aide IV (Bookbinder II)	2019-02	4	12240	Elementary School Graduate	none required	none required	none required (MC11, s.96-cat.III)		Business Permit and Licensing 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 18, 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.