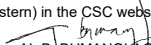


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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 (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 I (Utility Worker I)	1051-07	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Municipal Civil Registrar
2	Municipal Government Department Head I (Tourism Officer)	2022-01	24	73731	Bachelors degree in tourism, business, law, economics, marketing, public administration or other related fields	Department of Tourism Specific and mandatory trainings such as but not limited to thye following 1.tourism awareness and capability building seminar for LGU 2.Semina on Disaster Risk Reduction and Management 3.Basic Tourism Statistic Training (BTST) 4.Local Tourism Orientation and; 5.Seminar on	4 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second level eligibility		Office of the Municipal Tourism Officer
3	Administrative Aide IV (Clerk II)	2019-02	4	12240	completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Business, Permit and Licensing Office
4	Administrative Aide I (Utility Worker I)	2019-03	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Business, Permit and Licensing Office
5	Administrative Aide I (Utility Worker I)	2019-04	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Business, Permit and Licensing Office
6	Administrative Aide IV (Driver II)	2019-05	4	1240	completion of two years studies in college	none required	none required	Professional Driver's License (CSC MC II, s.1996 as amended by MC 10, s.2013-category IV)		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 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.