


Republic of the Philippines  
**MGO GENERAL MACARTHUR, EASTERN SAMAR**  
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 GENERAL MACARTHUR, EASTERN SAMAR in the CSC website:

  
**SALVADOR A. ANABA-AB**  
HRMO

Date: February 11, 2022

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	MGDH-I (Municipal Civil Registrar)	44	24	61,887.00	Bachelor's Degree	120 hours of managerial/supervisory training	Three (3) years experience in Civil Registry Work	Second Level Eligibility (Career Service Professional)	None	MCR (MGO - Gen. MacArthur, Eastern Samar)
2	MGADH-I (Assistant Municipal Accountant)	43a	22	48,974.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	120 hours of managerial/supervisory training	Three (3) years of relevant experience.	R.A. 1080 (Certified Public Accountant)	None	Mun. Accountant's Office(MGO - Gen. MacArthur, Eastern Samar)
3	Engineer - II (Agricultural and Biosystems Engineer)	49a	16	26,705.00	Bachelor's Degree in Agricultural Engineering/Agricultural and biosystems Engineer	Four (4) Hours Relevant Training	One (1) Year Relevant Training	Second Level Eligibility (Career Service Professional)	None	Mun. Agr'l (MGO - Gen. MacArthur, Eastern Samar)
4	Administrative Officer - I (Supply Officer - I)	1k	10	15,533.00	Bachelor's Degree	None	None	Career Service Professional (Second Level)	None	Mayor's Office (MGO - Gen. MacArthur, Eastern Samar)
5	Administrative Aide - III (Utility Worker - III)	31b	3	9,888.00	Elementary School Graduate	None	None	None (MC 10, s. 2013, Cat. III)	None	MTO (MGO - Gen. MacArthur, Eastern Samar)
6	Administrative Aide - III (Utility Worker - III)	74	3	9,888.00	Elementary School Graduate	None	None	None (MC 10, s. 2013, Cat. III)	None	Mayor's Office (MGO - Gen. MacArthur, Eastern Samar)

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 28, 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:

**SALVADOR A. ANABA-AB**  
HRMO  
MGO General MacArthur, Eastern Samar  
[anabaabsalvador@yahoo.com](mailto:anabaabsalvador@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.