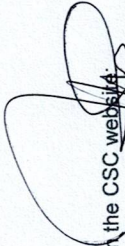


Republic of the Philippines
MGO GENERAL MACARTHUR, EASTERN SAMAR
Request for Publication of Vacant Positions

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 20, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Officer - IV (Administrative Officer - II)	1f	15	25,633.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level)	MHRMDO - MGO - Gen. MacArthur, Eastern Samar
2	Local Disaster Risk Reduction and Management Officer - II	1g	15	25,633.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional (Second Level)	MDRRMO - MGO - Gen. MacArthur, Eastern Samar
3	Administrative Aide - III (Laborer - II)	32	7	10,275.00	Must be able to read and write	None required	None required	None	MO - MGO - Gen. MacArthur, Eastern Samar
4	Revenue Collection Clerk II	57	7	13,034.00	Completion of Two (2) years studies in College	None required	None required	Career Service Sub-Professional (First Level)	MTO - MGO - Gen. MacArthur, Eastern Samar
5	Administrative Officer - II (HRMO - I)	1c	11	18,900.00	Bachelor's Degree	None required	None required	Career Service Professional (Second Level)	MHRMDO - 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 March 6, 2024.

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.
5. This office highly encourages all interested and qualified applicants and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), Religion, Ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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
anabaabsalvador50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.