


Electronic copy to be submitted to the CSC FO must be in MS Excel format.

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: August 15, 2022

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	Municipal Government Assistant Department Head - I	43a	22	48,974.00	Bachelor's Degree	Sixteen (16) hours relevant training	Three (3) years relevant training	Career Service Professional (Second Level)	Mun. Accountant's Office - (MGO-Gen. MacArthur, Eastern Samar)
2	Administrative Aide - III (Utility Worker - II)	74	3	9,888.00	Must be able to read and write	None required	None required	None required	Mayor's Office - MGO - Gen. MacArthur, Eastern Samar
3	Administrative Aide - III (Utility Worker - II)	31b	3	9,888.00	Must be able to read and write	None required	None required	None required	MTC - MGO - Gen. MacArthur, Eastern Samar
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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 August 30, 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.
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 promotes equal employment opportunity to all men 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 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
anabaabalsalvador48@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.