

Republic of the Philippines
MGO GUIUAN, 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 GUIUAN, EASTERN SAMAR in the CSC website:


MARIA CHUA - ASEBIAS

Administrative Officer IV (HRMO II)

Date: January 17, 2024

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 Officer III (Supply Officer II)	135	14	28767	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional / Second Level Eligibility		Municipal General Services Office
2	Tax Mapper I	32	11	22950	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility		Municipal Assessor's Office
3	Assessment Clerk III	46	9	18029	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional / First Level Eligibility		Municipal Assessor's Office
4	Tourism Operations Assistant	85	7	15827	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility		Municipal Mayor's Office
5	Assessment Clerk II	116	6	14920	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility		Municipal Assessor's Office
nothing follows										

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 1, 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 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, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. ANNALIZA P. GONZALES - KWAN

Municipal Mayor

2nd Fl., Guiuan Municipal Hall Bldg.

mayor@guiuan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.