

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:

HON. VERONICA C. RAMIREZ

Municipal Vice Mayor

Date:

01/24/22

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 Assistant III	94	9	16654.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year relevant experience	CS (Sub-professional) / First level Eligibility		SB Office
2	Administrative Assistant III (Computer Operator II)	75	9	16654.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year relevant experience	Data Encoder / CS (Sub-professional) / First Level Eligibility		SB Office
3	Local Legislative Staff Employee II	101	4	12240.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013-Cat. III)		SB 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 8, 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.

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

HON. VERONICA C. RAMIREZ

Municipal Vice Mayor

2nd Flr., Municipal Hall Bldg., Guiuan, E. Samar

hr@guiuan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.