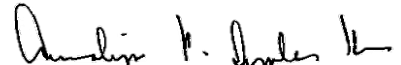


Republic of the Philippines
MGO GUIUAN, EASTERN SAMAR
Request for Publication of Vacant Positions

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. ANNALIZA P. GONZALES - KWAN
Municipal Mayor

Date: February 14, 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	Senior Administrative Assistant I	84	13	25328.00	Completion of two-year studies in College or High School Graduate with relevant vocational / trade course	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Subprofessional) / First level Eligibility		Municipal Mayor'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 March 1, 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. ANNALIZA P. GONZALES - KWAN
Municipal Mayor
2nd Flr., Municipal Hall Bldg., Guiuan, E. Samar
hr@guiuan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.