

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: March 21, 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	Administrative Assistant III (Secretary II)	94	9	17342.00	Completion of two-year studies in College or High School Graduate with relevant vocational / trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub- professional) / First Level Eligibility		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 April 5, 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](http://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, Legislative Bldg., Guiuan

[hr@guiuan.gov.ph](mailto:hr@guiuan.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**