

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 C. ASEBIAS  
HRMO II

Date: May 2, 2023

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	Municipal Government Department Head I (Municipal Assessor)	30	24	76566	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any related course	None required	Three (3) years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Municipal Assessor's Office
2	Local Legislative Staff Employee II	118	4	13248	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013, Cat. III)		Sangguniang Bayan 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 May 17, 2023.

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.
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 Flr., Municipal Hall Building  
[mayor@guiuan.gov.ph](mailto:mayor@guiuan.gov.ph)

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