

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: December 24, 2021


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 (Chief Public Utilities Regulations Officer)	123	24	73731.00	Master's Degree or Certificate in Leadership & Management from CSC	Forty (40) hours of supervisory management learning and development intervention undertaken within the last five years.	Four (4) years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Guiuan Integrated Transport Terminal
2	Nurse I	69	15	33575.00	Bachelor of Science in Nursing (BSN)	None required	None Required	R.A 1080 (Nurse)		RHU
3	Nurse I	70	15	33575.00	Bachelor of Science in Nursing (BSN)	None required	None Required	R.A 1080 (Nurse)		RHU
4	Senior Administrative Assistant I	84	13	24035.00	Bachelors Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / Second Level Eligibility		Mayor's Office
5	Assessment Clerk III	46	9	16654.00	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		Mun. Assessor's Office
6	Assistant Registration Officer	77	8	15513.00	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		Mun. Civil Registrar's Office

7	Administrative Assistant I (Computer Operator I)	83	7	14602.00	Completion of two (2) years studies in college	None required	None Required	CSC MC No.11 s. 1996 / CS Subprofessional		Mayor's Office
8	Tourism Operations Assistant	85	7	14602.00	Completion of two (2) years studies in college	None required	None Required	Career Service (Subprofessional) / First Level Eligibility		Mayor's Office
9	Administrative Aide III(Driver I)	72	3	13572.00	Elementary School Graduate	None required	None Required	Driver's License CSC MC No. 11 s. 1996		RHU
10	Administrative Aide III (Carpenter I)	57	3	11536.00	Elementary School Graduate	None required	None Required	Carpenter MC. No. 10 (None Required) Cat. II s. 2013		Mun. Engineering Office
11	Administrative Aide I (Utility Worker I)	16	1	10229.00	Must be able to read & write	None required	None Required	None required		Mun. Treasurer's Office
12	Administrative Aide I (Utility Worker I)	17	1	10229.00	Must be able to read & write	None required	None Required	None required		Mun. Treasurer's Office
13	Administrative Aide I (Utility Worker I)	101	1	10229.00	Must be able to read & write	None required	None Required	None required		Mun. Gen. Services 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 January 14, 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.