

Republic of the Philippines
MGO HERNANI, E. 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 HERNANI, E. SAMAR in the CSC website:

EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)

Date: April 17, 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 Planning and Development Coordinator I) | 16 | 24 | 61,887.00 | Bachelor's degree preferably in Urban Planning Development Studies, Economics, Public Administration or any related course | none | 3 years experience in development planning or in any related field | RA 1080 (Environmental Planner) | n/a | Municipal Planning and Development Office, LGU- Hernani, E. Samar |

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 02, 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;
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 encourages all interested and qualified applicants and promotes equal opportunity to all men and women all levels of positions without discrimination regardless of age, gender, civil status, person of disability,(PWD), ethnicity, political affiliation, to include members of the indigenous community 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:

EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)
MGO Hernani, E. Samar
edil.macasojot@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.