

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: November 17, 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	Revenue Collection Clerk II	5	7	P11,521.00	Completion of Two years studies in college	none required	none required	Career Service (Subprofes- sional) First Level Eligibility	Integrity, Accountability, Service	Office of the Municipal Treasurer
2	Local Disaster Risk Reduction Management Officer II	23	15	P 22,437.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional /2nd Level Eligibility	N/A	Office of the Municipal Mayor/MDRRMO Division
3	MGDH-I (Municipal Health Officer)	32-5	24	P 85,074.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	R.A.1080	N/A	Office of the Municipal Health Officer

4	MGDH I (Municipal Planning and Development Coordinator)	16	24	P 59,552.00	Bachelors Degree preferably in Urban Planning, development studies, economics, public adminisration or any related course.	none required	3 years experience in government planning or any related field	RA 1880 Environmental Planner Passer	N/A	MPDO,LGU- Hernani, E. Samar
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We encourage qualified applicants should signify their interest in writing, regardless of age, sex, appearance, gender orientation, marital status, race, religion/ethnicity belief and origin, disability and political affiliation. Attach the following documents to the application letter and send to the address below not later than December 2, 2021.

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:

**EDILBERTO L. MACASOJOT**  
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 Administrative Assistant II (HRMA)  
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 MGO Hernani, E. Samar  
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[edil.macasojot@gmail.com](mailto:edil.macasojot@gmail.com)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.