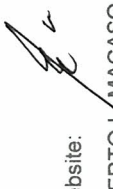


Republic of the Philippines
MGO HERNANI, E. SAMAR
Request for Publication of Vacant Positions

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: July 18, 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	Tourism Operations Officer II	25	15	25,633.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training in Tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism Awareness and Capability Building Seminar for LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and; * Seminar on Gender Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional)/ Second Level Eligibility	n/a	Municipal Tourism Office-MGO 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 August 3, 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