



Republic of the Philippines
MGO HINABANGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO HINABANGAN, SAMAR (WESTERN) in the CSC website:


VIRGINIA B. CARDENAS
HRMO

Date: **March 16, 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 | <i>Municipal Government Department Head I (Municipal Civil Registrar)</i> | <i>MCR-1-1993</i> | 24 | 66308 | <i>Bachelor's Degree</i> | <i>None</i> | <i>3 years experience in civil registry work</i> | <i>First grade or its equivalent</i> | <ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) | <i>Office of the Municipal Civil Registrar</i> |

| | | | | | | | | | | |
|------------------------------|--|-----------------|----|-------|---|-------------------------------|--------------------------------|--|---|----------------------------------|
| 2 | Municipal Government Assistant Department Head I | MGADH1-118-2011 | 22 | 52472 | Bachelor's Degree in Civil Engineering | 16 hours of relevant training | 3 years of relevant experience | RA 1080 (Civil Engineer) | <ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) | Office of the Municipal Engineer |
| 3 | Tax Mapping Aide | TXMA-58-2022 | 4 | 11245 | High School Graduate or Completion of relevant vocational/ trade course | None Required | None Required | None Required (MC No. 10, s. 2013- Cat. III) | N/A | Office of the Municipal Assessor |
| ***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 **March 31, 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 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 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. CLARITO P. ROSAL
Municipal Mayor
Brgy. Rawis, Hinabangan, Samar
hrmoLGUhinabangan07@outlook.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.