



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 22, 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 Assistant Department Head I</i>	<i>MGADH1-118-2011</i>	22	52472	<i>Bachelor's Degree</i>	<i>16 hours of relevant training</i>	<i>3 years of relevant experience</i>	<i>RA 1080 (Civil Engineer)</i>	<i>>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>	<i>Office of the Municipal Engineer</i>
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 **April 6, 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

hrmoLGHinabangan07@outlook.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.