

Republic of the Philippines
MGO JIPAPAD, EASTREN 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 JIPAPAD, EASTREN SAMAR in the CSC website:

MA. LAURA BERNADINE M. ENGO
HRMO

Date: 02/15/2022

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	Administrative Officer 1 (Internal Auditor II)	57	15	23,503	Bachelor's Degree Relevant to the Job	Four (4) hours of re	One (1) year of relevant experience	(Professional)/Se cond Level Eligibility		Municipal Auditing Services Office
2	Environmental Management Specialist 1	2-A-4	11	16,714	Bachelor's Degree Relevant to the Job	None-required	None-required	Career Service (Professional)/Se cond Level Eligibility		Office of the Municipal Mayor
3	Tourism Operations Officer 1	2-A-5	11	16,714	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related Fields	None-required	None-required	Career Service (Professional)/Se cond Level Eligibility		Office of the Municipal Mayor
4	Nurse 1	38-A	15	33,575	Bachelor's Degree in Nursing	None-required	None-required	R.A. 1080		Rural Health Unit
5	Administrative Aide III (Utility Worker II)	58	3	9,574	Must be able to read and write	None-required	None-required	None-required		Municipal Auditing Services Office
6	Administrative Aide 1 (Utility Worker 1)	3-A-2	1	8,424	Must be able to read and write	None-required	None-required	None-required		Human Resource Management Office
7	Administrative Aide 1 (Utility Worker 1)	25-A-1	1	8,424	Must be able to read and write	None-required	None-required	None-required		Municipal Accounting Office
8	Administrative Aide 1 (Utility Worker 1)	52-A-1	1	8,424	Must be able to read and write	None-required	None-required	None-required		Office of the Municipal Agriculture

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 02, 2022

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LAURA BERNADINE M. ENGO
MGADH1 (HRMO)
Barangay 04, Jipapad E. Samar
ma.laurabernadine_engo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.