

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: 03/13/2024

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	Municipal Government Department Head 1 (Municipal Treasurer)	26	24	63,055	Bachelor's Degree preferably in Commerce, Public Administration or Law from recognized College or University	None-Required	Three years of experience in treasury and accounting service	Career Service (Professional)/Sec ond Level Eligibility		Municipal Treasurer's Office
	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 28, 2024

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. The office highly encourages all interested and qualified applicants and promote equal employment opportunity to all men and women of all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression.

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.