

Republic of the Philippines  
**MGO LLORENTE, EASTERN 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 LLORENTE, EASTERN SAMAR in the CSC website:

  
**GEMMA MILOUR B. TAVERA**  
HRMO

Date: April 4, 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	Municipal Government Assistant Department Head I (Asst. Mun. Treasurer)	1091-02	22	55,970.00	College degree preferably in commerce, public administration or law	None Required	3 years Experience in treasury or accounting services	First grade civil service eligible or its equivalent		Office of the Municipal Treasurer

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 20, 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](http://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.

*"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 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:

  
**GEMMA MILOUR B. TAVERA**

Admin Officer V (HRMO III)

Brgy. 8, Municipal Bldg., Llorente E. Samar

[hrmollorente@gmail.com](mailto:hrmollorente@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**