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

## Republic of the Philippines MGO MAPANAS, NORTHERN 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 MAPANAS, NORTHERN SAMAR in the CSC website | We hereby request the publication of the following vacant position | ons, which are authorized to be filled, | at the MGO MAPANAS, | NORTHERN SAMAR in the CSC website: |
|---|--|---|---------------------|------------------------------------|
|---|--|---|---------------------|------------------------------------|

AVELINO C. LAODENIO
HRMO II

Date: 7/25/2022

|     | Position Title                       |                       | Salary/              | B                 |                                       | C                                   | Qualification Stand           | dards   |     | Place of         |
|-----|--------------------------------------|-----------------------|----------------------|-------------------|---------------------------------------|-------------------------------------|-------------------------------|---|-----|------------------|
| No. | (Parenthetical Title, if applicable) | Plantilla Item<br>No. | Job/<br>Pay<br>Grade | Monthly<br>Salary | Education                             | Training   Evportonce   Eligibility | Competency<br>(if applicable) | Assignment  |     |                  |
| -1  | Administrative Officer I             | 72                    | 10-1                 | 22190             | Bachelor's Degree relevant to the job | None required                       | None required                 | Career Service (Professional)<br>Second Level Eligibility | N/A | RHU-LGU- Mapanas |
|     |                                      | Valid                 |                      |                   |                                       |                                     |                               |   |     |                  |

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 August 9, 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;
- 4. Photocopy of Transcript of Records
- 5. This office highly encourages all interested and qualified applicants and promote equal employment opportunity to all men and women at all levels of position w/out discrimination regardless of age, gender, civil status, person w/ disability (PWD), relegion, ethnicity, political affiliation to include members of the indigenious 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:

| AVELINO C. LAODENIO                |
|------------------------------------|
| HRMO II                            |
| Brgy. Del Norte, Mapanas, N. Samar |
| avelir ola adenio 648 @ ahoo .com  |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.