


Republic of the Philippines
MGO MATUGUINAO, SAMAR (WESTERN)
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 MATUGUINAO, SAMAR (WESTERN) in the CSC website:


MATHILDA M. MORILLO
HRMO

Date: December 28, 2021

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	Tourism Operations Officer II	2022-28	15	P24,659.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGU's; Seminar on Disaster Risk Reduction and Management ; Basic Tourism Statistic Training (BTST); Local Tourism Guidebook Orientation; and Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism either in the private sector or the government	Career Service (Professional) / Second Level Eligibility	Planning and coordination, writing communication, monitoring, record management	Office of the Municipal Mayor
2	Local Disaster Risk Reduction Management Officer II	2022 -29	15	P24,659.00	Bachelor's Degree	4 hours relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Professional) /Second Level Eligibility	Decision Making, computer literate, planning	Office of the Municipal Mayor

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 January 12, 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:

MATHILDA M. MORILLO
HRMO
Municipal Hall/Ground Floor
mathildamorillo2020@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.