




REPUBLIC OF THE PHILIPPINES  
PROVINCE OF EASTERN SAMAR  
MUNICIPALITY OF MERCEDES

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: **MICHAEL M. DELA CRUZ**  
DIRECTOR II  
CSC FIELD OFFICE  
BORONGAN CITY, EASTERN SAMAR

This is to request the publication of the following vacant positions of LGU - Mercedes Eastern Samar in the CSC website:

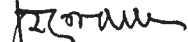
  
**DAISY M. ABLAY**  
HRMA  
Feb. 8, 2022

No.	Position Title	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	7-8	7	11,521.00	Completion of Two (2) years in college	None Required	None Required	Career Service Sub-professional/First Level Eligibility	N/A	LGU-Mercedes
2	Mun. Government Department head I (Mun. Social Welfare and Development Officer)	53-3	24	59,552.00	Duly Licensed Social Worker or a holder of a college degree preferably in sociology or any other related course from a recognized college or university.	None Required	3 years in the practise of Social Work.	R. A. 1080	N/A	MSWD Office
3	Administrative Aide II (Messenger)	7-27	2	8,593.00	Elementary School Graduate	None Required	None Required	None Required	N/A	LDRRM Office
4	Administrative Aide III (Driver I)	7-25	3	9,113.00	Elementary School Graduate	None Required	None Required	Drivers License	N/A	LDRRM Office

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 **Feb. 23, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

  
**DAISY M. ABLAY**  
HRMA

LGU - MERCEDES EASTERN SAMAR

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.