


Republic of the Philippines  
**MGO MONDRAGON, 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 MONDRAGON, NORTHERN SAMAR** in the CSC website:

  
**NESTOR P. DONES JR.**  
Administrative Officer IV (HRMO II)  
Date: November 17, 2022

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable)                     | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                |               |                                                      |                               |                               | Place of Assignment               |
|-----|----------------------------------------------------------------------------------|-----------------------|---------------------------------|-------------------|------------------------------------------------------------------------|---------------|------------------------------------------------------|-------------------------------|-------------------------------|-----------------------------------|
|     |                                                                                  |                       |                                 |                   | Education                                                              | Training      | Experience                                           | Eligibility                   | Competency<br>(if applicable) |                                   |
| 1   | Municipal Government Assistant Department Head I (Assistant Municipal Treasurer) | 1091-2                | 22                              | 55970             | Bachelor's degree preferably in Commerce, Public Administration or Law | None required | 3 years experience in Treasury or Accounting Service | First Grade or its equivalent | None                          | Office of the Municipal Treasurer |
| 2   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 3   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 4   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 5   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 6   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 7   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 8   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 9   |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |
| 10  |                                                                                  |                       |                                 |                   |                                                                        |               |                                                      |                               |                               |                                   |

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 December 2, 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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records
5. 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:

NESTOR P. DONES JR.  
Administrative Officer IV (HRMO II)

Real Et. Bryg Eco Mondragon Northern Samar  
lgumondragon6417@gmail.com

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