


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.  
HR-Aide

Date: December 07, 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	Administrative Aide VI (Draftsman I)	8751-6	6	12960	Completion of two (2) years in college	None required	None Required	Career Service Sub-Professional (First Level Eligibility) Draftsman (MC 11, s. 1996-Cat.II)		Municipal Engineering Office
2										
3										
4										
5										
6										
7										
8										
9										
10										

We encourage all interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity and members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. 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 23, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NESTOR P. DONES JR.  
HR-Aide  
Real St., Brgy. Eco, Mondragon Northern Samar  
lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.