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be in MS Excel format

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

PATRICIA T. MARA
HRMO Designate
Date: February 13, 2024

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	Agriculturist I	63	11	18900	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	None Required	Relevant RA 1080		Office of the Mun. Agriculture
2	Administrative Aide IV (Accounting Clerk I)	34	4	10910	Completion of two years studies in college	None Required	None Required	None Required	Career Service (Subprofession al) First Level Eligibility		Office of the Mun. Accountant
3	Administrative Aide I (Utility Worker I)	52	1	9100	Must be able to read & write	None Required	None Required	None Required	None required (MC 10, 2, 2013 category III)		Municipal Health 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 February 28, 2024.

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.
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:

PATRICIA T. MARA

HRMO

LGU-Pagsanghan, Samar

pattyian1973@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.