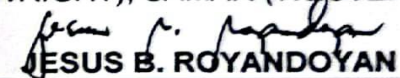


Republic of the Philippines  
**MGO PARANAS (WRIGHT), SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PARANAS (WRIGHT), SAMAR (WESTERN) in the CSC website:

  
**JESUS B. ROYANDOYAN**

HRMO

Date:

December 5, 2022

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	Municipal Government Assistant Department Head I	10-1	22	59,469.00	Doctor of Medicine	120 Hours of supervisory / management learning and development intervention	3 Years of supervisory / management experience	RA 1080 - Doctor of Medicine	1. Building Collaborative, inclusive Working Relationship. 2. Leading Change 3. Creating and Nurturing a High Performing Organization 4. Managing Performance and Coaching for Results 5. Thinking Strategically and Creatively	Municipal Health Office
2	Administrative Assistant II	9-3	8	16,148.00	Completion of 2 years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Administrator's Office
						xxxNothing followsxxx				

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 20, 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.c...](http://www.c...)
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 Agency highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions 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:

**JESUS B. ROYANDOYAN**

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Supervising Administrative Officer

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LGU-Paranas

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[jess.royandoyan@gmail.com](mailto:jess.royandoyan@gmail.com)

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