


Republic of the Philippines
Local Government Unit - Pinabacdao
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 Pinabacdao, Samar (Western) in the CSC website:


JESSICA G. ACABA

Date: February 15, 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	Admin. Officer IV (Admin. Officer II)	85	15	24040	Bachelor's Degree	Four (4) hours of relevant trainings	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Municipal Accountant
2	Admin. Asst. II (Public Relations Asst.)	24	8	13129	Completion of two (2) yrs. studies in college	Four (4) hours of relevant trainings	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Administrator
3	Admin. Asst. II (Clerk IV)	38	8	13129	Completion of two (2) yrs. studies in college	Four (4) hours of relevant trainings	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the MPDC
4	Admin. Aide III (Utility Worker II)	106	3	9764	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the MSWDO
	xxxxx	xxxxx	xxxxx	xxxxx	NOTHING	FOLLOWS	xxxxx	xxxxx	xxxxx	xxxxx

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 March 02, 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;
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:

Hon. TEODORICO A. MABAG
Municipal Mayor
MGO PINABACDAO, SAMAR (WESTERN)
jessica47acaba@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.