

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


JESSICA G. ACABA

HRMO

Date: March 10, 2023

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	
1	Local Disaster Risk Reduction and Management Officer II	2	15	27464	Bachelor's Degree graduate	Four (4) hours of relevant training on DRRM	One (1) year of relevant experience in DRRM	Career Service (Professional) Second Level Eligibility	Office of the Municipal Mayor
2	Admin. Asst. II (Public Relations Asst.)	24	8	14808	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 Mun. Administrator
3	Admin. Aide IV (Driver II)	60	4	11690	Elementary School graduate	None required	None required	Professional Driver's License (MC 11, s. 1996, as amended by MC 10, s. 2013-Cat. IV)	Office of the MGSO
4	Admin. Aide III (Utility Worker I)	63	3	11009	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)	Office of the MGSO
5	Admin. Assistant II (Clerk IV)	38	8	14808	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
6	Social Welfare Officer I	93	11	20460	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Work)	Office of the MSWDO
7	Admin. Asst. II (Public Relations Asst.)	24	8	14808	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 Mun. Administrator
8	Admin. Aide III (Utility Worker II)	104	3	11009	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)	Office of the MSWDO

9	xxxxx	xxxxx	xxxxx	xxxxx	NOTHING	FOLLOWS	xxxxx	xxxxx	xxxxx	xxxxx
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 March 25, 2023.

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 all members of all indigenous committees 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:

Hon. TEODORICO A. MABAG

 Municipal Mayor

 MGO Pinabacdao Samar (Western)

lguinabacdaoHR@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.