

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: November 23, 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	Admin. Asst. II (Public Relations Asst.)	23	8	12569	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
2	Administrative Aide III (Driver I)	62	3	9499	Elementary School graduate	None required	None required	Professional Driver's License (MC 11, s. 1996, as amended by MC 10, s. 2013- Cat. IV)		MGSO Office
	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 December 08, 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;
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.