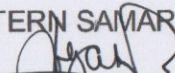


Republic of the Philippines
MGO QUINAPONDAN, EASTERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO QUINAPONDAN, EASTERN SAMAR in the CSC website:


LORENZO B. GAHOY
HRMO

Date: January 13, 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 DEPARTMENT HEAD I (MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICER)	P-16-001	24	61887	Bachelor's Degree	24 hours of Training in Management and Supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional (2nd Level Eligibility)	1. Building collaborative and inclusive working relationship 2. Managing Performance and Coaching Results 3. Leading Change 4. Thinking Strategically & Creatively 5. Creating and Nurturing a High Performing Organization	LGU - Quinapondan, Eastern Samar
2	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER)	Q-17-001	24	61887	Bachelor's Degree preferably in Environment, forestry, agriculture or any related course from a recognized college or university	None Required	Three(3) years acquired experience in environmental and natural resources management, conservation and utilization	1st Grade Civil Service Eligible or its Equivalent	1. Building collaborative and inclusive working relationship 2. Managing Performance and Coaching Results 3. Leading Change 4. Thinking Strategically & Creatively 5. Creating and Nurturing a High Performing Organization	LGU - Quinapondan, Eastern Samar

3	MIDWIFE I	N-13-009	9	20340	Completion of Midwifery Course	None Required	None Required	RA 1080	N/A	LGU Quinapondan, Eastern Samar
4	MIDWIFE I	N-13-010	9	20340	Completion of Midwifery Course	None Required	None Required	RA 1080	N/A	LGU Quinapondan, Eastern Samar
5	INTERNAL AUDITOR III	C-13-b	18	31642.10	Bachelor's Degree relevant to the Job	8 hours of Relevant Training	2 years of Relevant Experience	Career Service Professional(2nd Level Eligibility)	N/A	LGU - Quinapondan, Eastern Samar
6	ADMINISTRATIVE AIDE I	M-12-010	1	8761.90	Must be able to read and interpret written and verbal instruction	None Required	None Required	None Required	N/A	LGU - Quinapondan, Eastern Samar

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 January 28, 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:

LORENZO B. GAHOY

(HRMO)

(Quinapondan, Eastern Samar)

lguquinapondanrsa@gmail.com/lorenzo.gahoy@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.