

Republic of the Philippines  
**MGO QUNAPONDAN, 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 QUNAPONDAN, EASTERN SAMAR in the CSC website:

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

*Mel.*  
**LORENZO B. GAHOY**  
HRMO

Date: January 30, 2024


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	<b>TOURISM OPERATIONS OFFICER II</b>	R-18-003	15	25633.30	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	4 hours of relevant training on tourism or 2DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs Seminar on Disaster Risk Reduction & Management Basic Tourism Statistics Training(BTST) Local Tourism Guidebook Orientation and Seminar on Gender and Development Orientation	1 year of work experience & involvement in the tourism industry either in the private sector or the government	Career Service Professional (Second Level Eligibility)	N/A	LGU- Quinapondan, E. Samar

2	ADMINISTRATIVE AIDE (Utility Worker I)	A-01-015	1	9100.00	Must be able to read & write	None required	None required	None required	None required	N/A	LGU- Quinapondan, E. Samar
3	ADMINISTRATIVE AIDE (Utility Worker I)	A-01-016	1	9100.00	Must be able to read & write	None required	None required	None required	None required	N/A	LGU- Quinapondan, E. Samar
4	ADMINISTRATIVE AIDE (Utility Worker I)	A-01-017	1	9100.00	Must be able to read & write	None required	None required	None required	None required	N/A	LGU- Quinapondan, E. Samar
5	MIDWIFE I	N-14-011	9	21211.00	Completion of Midwifery Course	None required	None required	RA 1080	None required	N/A	LGU- Quinapondan, E. Samar
6	MIDWIFE I	N-14-012	9	21211.00	Completion of Midwifery Course	None required	None required	RA 1080	None required	N/A	LGU- Quinapondan, E. Samar
7	REVENUE COLLECTION CLERK I	E-05-005	5	11580.10	Completion of Two years studies in College	None required	None required	Career Service (Sub- Professional) 1st Level Eligibility	None required	N/A	LGU- Quinapondan, E. 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 February 14, 2024.

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](http://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 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:

  
**LOKENZO B. CAHOY**  
 HRMO  
 Quinapondan, Eastern Samar  
[juninapondanra@gmail.com](mailto:juninapondanra@gmail.com)/[jahoy.lorenzo@yahoo.com](mailto:jahoy.lorenzo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.