

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

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:

MGO  
**LORENZO B. GAHOY**  
HRMO  
Date: February 13, 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	Competency (if applicable)		
1	ADMINISTRATIVE AIDE I	Q-17-002	1	9100.00	Must be able to read and interpret written and verbal instruction	None required	None required	None required	N/A	MGO - Quinapondan, Eastern Samar	
2	TOURIST RECEPTIONIST II	A-01-13	10	16223.20	Completion of two years studies in College	8 hours of relevant Training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	MGO - 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 March 1, 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](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(SOGLIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MGO  
**LORENZO B. GAHOY**  
HRMO  
Quinapondan, Eastern Samar  
[lorenzobgahoy@yahoo.com](mailto:lorenzobgahoy@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.