

Republic of the Philippines  
**MGO ROSARIO, NORTHERN SAMAR**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC P/O must be in MS  
Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

Date:

February 3, 2023

  
NENITA O. DEPINA  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Paranilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Education	Training	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
							Experience	Non-required experience	Career Service (Sub-Professional Level Eligibility)			
1	Administrative Aide I (Utility Worker I)	07-006-1	1	7748	Must be able to read and write	Non-required	Non-required	Non-required	Non-required	Non-required	Office of the Municipal Mayor	
2	Administrative Aide III (Utility Worker II)	07-005	3	8726	Elementary School Graduate	Non-required	Non-required	Non-required	Non-required	Non-required	Office of the Municipal Mayor	
3	Revenue Collection Clerk I	07-025	5	9805	Completion of two (2) year studies in college	Non-required	Non-required	Non-required	Non-required	Non-required	Office of the Municipal Treasurer	

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 18, 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 and promotes equal employment opportunity program 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 ~~hand in~~ through courier/ email their application to:

~~Hand in~~  
NENITA O. DEPINA  
HRMO  
2/F New Municipal Building, Real Street, Municipal Complex, Bgy. II, Poblacion,  
Rosario, N. Samar  
[depinanhenita954@gmail.com](mailto:depinanhenita954@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.