

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

  
**JOSE G. GASPE**

**HRMO - II**

Date: 11-Sep-23

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 Assistant II (Clerk IV)	2021-08	8	13821	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources, LGU- Salcedo 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 September 26, 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 with diverse sexual orientation, gender identity and expression (SOGIE).

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

**JOSE G. GASPE**

HRMO - II

Brgy. 03, Purisima St., Salcedo E. Samar

[josegaspe.08@gmail.com](mailto:josegaspe.08@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**