

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:


ATTY. MELCHOR L. MERGAL

Municipal Mayor

Date:

10-Nov-21

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	Mun. Gov't. Department Head I (Municipal Civil Registrar I)	38	24	60719	Bachelor's Degree	None Required	3 years experience in civil registry work	First grade or its equivalent	N/A	Municipal Civil Registrar, LGU - Salcedo E. Samar
2	Assessment Clerk I	30	4	10080	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Assessor, 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 _____.

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:


JOSE G. GASPE

HRMO - I

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

hrmo@salcedoeasternsamar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.