

Republic of the Philippines
MGO SAN ISIDRO, NORTHERN 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 SAN ISIDRO, NORTHERN SAMAR in the CSC website:

Christy
CORNELIETA S. LABASBAS
HRMO
Date: February 6, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Administrative Assistant II (Data Controller II)	8711-09	8	14808	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) Data Encoder (MC 11, s. Category I) First Level Eligibility	None	Municipal Agriculture Office

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 21, 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;
 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. The Agency encourages interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

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

FERDINAND C. AVILA

Municipal Mayor

MGO San Isidro, Northern Samar

hrmo@sanisidro-nsamar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the process of reconciling bank statements. This involves comparing the company's ledger with the bank's records to identify any discrepancies. Common causes for these differences include timing of deposits and withdrawals, as well as potential errors in recording.

The third part of the document provides a detailed breakdown of the company's monthly expenses. It categorizes these into fixed costs, such as rent and salaries, and variable costs, such as utilities and raw materials. This analysis is crucial for understanding the company's cost structure and identifying areas for potential savings.

Finally, the document concludes with a summary of the financial performance over the reporting period. It highlights the company's ability to maintain a positive cash flow and meet its financial obligations. The author also notes the challenges faced during the period and offers suggestions for future improvement.

Date	Description	Debit	Credit	Balance
2023-01-01	Opening Balance			10,000.00
2023-01-05	Bank Deposit		5,000.00	15,000.00
2023-01-10	Office Rent	2,000.00		13,000.00
2023-01-15	Utilities	500.00		12,500.00
2023-01-20	Salaries	8,000.00		4,500.00
2023-01-25	Bank Deposit		3,000.00	7,500.00
2023-01-30	Raw Materials	1,500.00		6,000.00
2023-02-01	Closing Balance			6,000.00