

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:

*Cornelietta S. Labasbas*  
CORNELIETA S. LABASBAS

HRMO

Date: \_\_\_\_\_  
March 11, 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	Eligibility			
1	Planning Officer I	1041-05	11	20250	Bachelor's degree relevant to the job	None Required	None Required	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	None	Municipal Planning and Development Office
2	Local Assessment Operations Officer II	1101-07	15	27464	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	None	None	Municipal Assessor's Office
3	Disability Affairs Assistant	7611-11	8	14808	Completion of two years in college	1 year of relevant experience on disability affairs	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	None	None	Municipal Social Welfare Development Office
4	Watchman I	8731-07	2	10364	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 as amended by MC 10, s. 2013 Category III)	None	None	Municipal Environment and Natural Resources Office
5	Administrative Aide VI (Data Controller I)	1011-27	6	13165	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996 -Cat 1) First Level Eligibility	None	Office of the Municipal Mayor
6	Administrative Aide VI (Data Controller I)	1031-03	6	13165	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996 -Cat 1) First Level Eligibility	None	Municipal Administrator's 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

March 26, 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](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. 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](mailto:hrmo@sanisidro-nsamar.gov.ph)

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