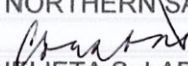


Republic of the Philippines  
**MGO SAN ISIDRO, NORTHERN SAMAR**  
Request for Publication of Vacant Positions

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:

  
CORNELIETA S. LABASBAS  
HRMO

Date: August 18, 2023

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 (Property Custodian)	1061-10	8	14808	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	None	General Service 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 September 2, 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. 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.**