

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

Erinda
ERLINDA P. APELO

HRMO

Date: April 14, 2023

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	Administrative Assistant II (Data Controller II)	1021-6	8	13,821.00	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 (Subprofessional) Data Encoder (MC 11,s. 96 - Cat I) First Level Eligibility	N/A	Office of the SB Secretary
NOTHING FOLLOWS										

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 April 29, 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;
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:

Erinda
ERLINDA P. APELO

HRMO II

MGO-SAN JOSE, NORTHERN SAMAR

erindahrm023@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.