


Republic of the Philippines
MGO SAN JOSE DE BUAN, SAMAR (WESTERN)
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 DE BUAN, SAMAR (WESTERN) in the CSC website:


NINO D. REBATO
HRMO

Date: June 3, 2022

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 Aide III (Driver I)	73	3	14,125	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s 2013, Category IV)	N/A	Municipal Health Office
2	Administrative Aide IV (Clerk II)	52	4	11,245	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
3	Revenue Collection Clerk I	53	5	11,932	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
4	Revenue Collection Clerk I	54	5	11,932	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
5	Local Disaster Risk Reduction and Management Officer IV (LDRRMO IV)	25	22	52,472	Bachelor's Degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional/second level eligibility	N/A	MDRRM Office
6	Municipal Government Department Head I	118	24	66,308	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: 1. Tourism Awareness and Capability Building Seminar for LGUs 2. Seminar on Disaster Risk Reduction and Management 3. Basic Tourism Statistics Training (BTST) 4. Local Tourism Guidebook Orientation and; 5. Seminar on Gender and Development Orientation	4 years of work experience and involvement in the tourism industry either in the private sector and the government	Career Service Professional/second level eligibility	N/A	Municipal Tourism Office

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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 June 18, 2022.

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:

NIÑO D. REBATO
HRMO IV
Brgy, Poblacion 2, San Jose de Buan,
Samar
saniosedebuanofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.