

Republic of the Philippines  
**MGO SAN JULIAN, EASTERN 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 JULIAN, EASTERN SAMAR in the CSC website:

*M. Deratas*  
**MERLYN P. DERATAS**  
HRMO

Date:

*02/17/2022*

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 Officer I (Records Officer I)	22-a	10	15533	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Sangguniang Bayan
2	Administrative Assistant III (Electrician Foreman)	41-b	9	14281	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	N/A	Office of the Municipal Engineer

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 4, 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](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.

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

**MERLYN P. DERATAS**  
HRMO III  
LGU-San Julian, Eastern Samar  
[lgusanjulian@yahoo.com](mailto:lgusanjulian@yahoo.com)

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