

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

EVELYN B. MORALLOS

HRMO III - DESIGNATE

Date: January 24, 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 Assistant I (Motorpool Supervisor II)	2022-01	7	12025	HS Graduate/ College level	None Required	One year relevant experience	None Required		LGU, San Policarpo, E. Samar
2	Administrative Assistant I (Computer Operator I)	2022-02	7	12025	Completion of 2 years studies in college	4 hours of relevant training	One year relevant experience	CS - Sub Professional / First level Eligibility		LGU, San Policarpo, E. Samar
3	Supervising Agriculturist	2022-07	22	47891	Bachelor's Degree in Agriculture or any related course	16 hours of relevant training	3 years in a related field	CS Professional / Second level Eligibility		LGU, San Policarpo, E. Samar
4	Administrative Assistant I (Computer Operator I)	2022-10	7	12025	Completion of 2 years studies in college	4 hours of relevant training	One year relevant experience	CS - Sub Professional / First level Eligibility		LGU, San Policarpo, E. Samar

5	Tourism Operations Assistant	2022-13	7	12025	Completion of 2 years studies in college	None Required	None required	CS Sub - Professional / First Level Eligibility		LGU, San Policarpo, E. Samar
6	Administrative Assistant II	2022 - 03	8	12776	Completion of 2 years studies in college	4 Hours of relevant training	One year of relevant experience	CS - Sub Professional/ First level eligibility		LGU, San Policarpo E. Samar
7	Local Disaster Risk Reduction Management Officer I	2022 - 12	11	16714	Bachelor's Degree	None required	None required	CS Professional / Second level Eligibility		LGU, San Policarpo E. Samar
8	Labor Employment Officer II	2022 - 14	15	23503	Bachelor's Degree	4 Hours of relevant training	One year of relevant experience	CS Professional / Second level Eligibility		LGU, San Policarpo E. Samar
9	Tax Mapper II	2022 - 15	15	23503	Bachelor's Degree/ College Graduate preferably relevant to the job	4 Hours of relevant training	One year of relevant experience	CS Professional / Second level Eligibility		LGU, San Policarpo E. Samar
10	Farm Worker I	2022 - 09	1	8424	High School Level	None Required	None required	None Required		LGU, San Policarpo E. Samar

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 February 8, 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:

EVELYN B. MORALLOS

HRMO III - DESIGNATE

LGU - San Policarpo, Eastern Samar

morallosevelyn8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.