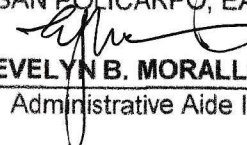


Republic of the Philippines  
**MGO SAN POLICARPO, EASTERN SAMAR**  
Request for Publication of Vacant Positions

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**  
Administrative Aide IV

Date: June 6, 2022

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Tax Mapper II	2022 - 15	15	23503	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) /Second Level Eligibility		LGU, San Policarpo E. Samar
2	Administrative Assistant II (Budgeting Assistant)	2022 - 03	8	12776	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carrer Service (Sub professional)/First Level Eligibility		LGU, San Policarpo E. Samar
3	Administrative Aide I (Utility Worker I)	2022 - 08	1	8424	Must be able to read and write	None required	None required	None required (MC II, S.96 - CAT III)		LGU, San Policarpo, Eastern Samar
4	Administrative Aide I (Utility Worker I)	2022 - 09	1	8424	Must be able to read and write	None required	None required	None required (MC II, S.96 - CAT III)		LGU, San Policarpo, Eastern 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 June 22, 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.
5. 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).

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

**EVELYN B. MORALLOS**

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Administrative Aide IV

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LGU, San Policarpo E. Samar

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[morallosevelyn8gmail.com](mailto:morallosevelyn8gmail.com)

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