

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 10, 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)	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)	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	Social Welfare Aide	2022-06	4	10080	HS Graduate	None Required	One year relevant experience	CS - Sub Professional / First level Eligibility		LGU, San Policarpo, E. Samar

4	Supervising Agriculturist	2022-07	22	43724	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
5	Farm Worker I	2022-08	1	8424	High School level	None Required	None required	None Required		LGU, San Policarpo, E. Samar
6	Administrative Assistant I (Computer Operator)	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
7	Tourism Operation 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
8	Administrative Assistant II (Budgeting Assistant)	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
9	Local Treasury Operations Officer I	2022 - 04	11	16714	Bachelor's Degree relevant to the job	None required	None required	CS Professional/ Second level eligibility		LGU, San Policarpo E. Samar

10	Engineer I	2022 - 05	12	18236	Bachelor's Degree in Engineering	None required	None required	RA 1080		LGU, San Policarpo E. Samar
11	Farm Worker I	2022 - 09	1	8425	High School Level	None required	None required	None required		LGU, San Policarpo E. Samar
12	Chief Administrative Officer (HRMO V)	2022 - 11	24	60719	College graduate relevant to the job, preferably with Master's Degree, bachelor of laws, with certificate in leadership and management from the civil service comission	40 hours of supervisory Management Learning and Development Intervention undertaken within the last 5 years reckoned from the date of assessment	4 years of supervisory management experience	Appropriate RA 1080 / Career Service Professional / Second level Eligibility		LGU, San Policarpo, Eastern Samar
13	Local Disaster Risk Reduction Management Officer I	2022 - 12	11	16214	Bachelor's Degree	None required	None required	CS Professional / Second level Eligibility		LGU, San Policarpo E. Samar
14	Labor Employment Officer (LEO II)	2022 - 14	15	25503	Bachelor's Degree	4 Hours of relevant training	One year of relevant experience	CS Professional / Second level Eligibility		LGU, San Policarpo E. Samar

15	Midwife II	34 - 23	11	21489.3	Midwifery Graduate	36 hours of relevant training	3 years in midwifery works	RA 1080		LGU, San Policarpo E. Samar
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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 January 25, 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 E. Samar

morallosevelyn@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.