

Republic of the Philippines
MGO SANTA RITA, 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 SANTA RITA, SAMAR(WESTERN) in the CSC website:



RAUL G. AMORES
HRMO

Date: 11/10/2022

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 AIDE VI	3(MO)	SG-06	13,502.00	Completion of Two (2) years Studies in College	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility	Computer Servicing	Mayor's Office
2	MUNICIPAL TREASURER	1(MTO)	SG-24	70,728.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 Years in Treasury or Accounting service	Career Service Professional First grade or its equivalent	BCLTE	Municipal Treasurer's Office
3	REVENUE COLLECTION CLERK I	7(MTO)	SG-05	12,727.00	Completion of Two (2) years Studies in College	None Required	None Required	Career Service Sub-Professional/ First Level Eligibility	Not Applicable	Municipal Treasurer's Office
4	MUNICIPAL HEALTH OFFICER	1(MHO)	SG-24	88,410.00	Doctor of Medicine	24 Hours of training in management and supervision	3 Years as medical practitioner	R.A. 1080 (Board of Medicine)	Family Med. Specialist	Municipal Health Office
5	MIDWIFE II	7(MHO)	SG-11	25,439.00	Completion of Midwifery Course	NON-REQUIRED	NON-REQUIRED	RA 1080(Midwifery License)	Not Applicable	Municipal Health Office
6	AGRICULTURAL TECHNOLOGIST	6(MAO)	SG-10	17,752.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering , Fisheries Technology and Veteniary Medicine	None Required	None Required	R.A. 1080 (Board of Agriculture)	Knowledge in high value crops(HVC) production; Soil Science	Municipal Agriculture Office
7	ADMINISTRATIVE OFFICER II	2(HR)	SG-11	20,351.00	Bachelor's Degree	4 Hours of relevant training	1 Year of relevant experience	Career Service Professional/ Second Level Eligibility	Not Applicable	Human Resources Management Office

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 **November 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.

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:

RAUL G. AMORES

MGDH/HRMO

Human Resource Management Office, Sta. Rita, Samar

hrmo.lgustarita@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.