

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


HAZEL E. CAMARINES
HRMO

Date: April 24, 2023

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	Computer Programmer I	COMPRI-2020	11	20,250.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Labor and Employment Officer I	LEOI-2023	11	20,250.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
3	Tourism Operations Officer I	TOOI-2023	11	20,250.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration, or other related fields	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
4	Local Disaster Risk Reduction and Management Officer I	LDRRMO1-2023	11	20,250.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Disaster Risk Reduction & Management Office (MDRRMO)

5	Nurse I	NURSI-2023	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Municipal Health Office
6	Midwife I	MDWF1-2023-03	9	21,211.00	Completion of the Midwifery Course	None required	None required	RA 1080	N/A	Municipal Health Office
7	Administrative Aide I (Utility Worker I)	AAIUW-MHO2023	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Municipal Health 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 **May 10, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and;
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, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE). Person with disability must inform the Municipal Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.

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

FELIX R. PANGANORON

Municipal Mayor

LGU-Sta. Margarita, Samar

lgusmhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.