

Republic of the Philippines
MGO SANTO NIÑO, 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 SANTO NIÑO, SAMAR (WESTERN) in the CSC website:


SUSANA T. MUÑOZ
HRMO

Date: November 29, 2021

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	Municipal Accountant	46	24	54846	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	Three (3) years experience in the treasury or accounting service	RA 1080 (CPA)	N/A	Municipal Accountant's Office, Sto. Niño, Samar
2	Administrative Assistant II (Bookkeeper I)	21	8	11564	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional (1st Level Eligibility)	N/A	Municipal Treasurer's Office, Sto. Niño, Samar
3	Nothing follows									

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 December 14, 2021.

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:

Susana T. Muñoz
Administrative Officer IV (HRMO II)
LGU-Sto. Niño/ Sto. Niño, Samar
susanatanmunoz@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.