

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: January 9, 2024

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 Government Department Head I (Municipal Assessor I)	29	24	63055	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce, or any related course	None required	Three (3) years of experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)	Time Management, Organizational Skills, Problem Solving Skills, Analytical Skills, Math Skills, Communication Skills	Office of the Municipal Assessor, Sto. Niño, Samar
2	Administrative Aide VI (Clerk III)	22	6	12287	Completion of two (2) years studies in college	None required	None required	CS Subprofessional (1st Level Eligibility)	Computer Operations	Office of the Municipal Treasurer, 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 January 24, 2024.

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:

Marinell A. Apolonio

Municipal Mayor

LGU-Sto. Niño, Samar

susanatanmunoz@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.