

Republic of the Philippines
MGO TAGAPUL-AN, 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 TAGAPUL-AN, SAMAR (WESTERN) in the CSC website:


EDISON EVIN C. MANDREZA
MBO/HRMO-Designate

Date: March 03, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	12	1	7,748.00	must be able to read and write	none required	none required	none required		Office of the Municipal Mayor
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	13	1	7,748.00	must be able to read and write	none required	none required	none required		Office of the Municipal Mayor
3	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	37	4	9,250.00	elementary school graduate	none required	none required	none required		Office of the Municipal Assessor
4	PLANNING OFFICER II	39	15	21,372.00	graduate of a Bachelor's degree	4 hours relevant training	1 year relevant experience	CS Professional/2nd level		Office of the Municipal Planning and Development
5	NURSE II	49	16	33,584.00	graduate of Bachelor of Science in Nursing	6 hours relevant training	2 years relevant experience	RA 1080 (Nurse)		Office of the Municipal Health
6	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	60	4	9,250.00	elementary school graduate	none required	none required	none required		Office of the Municipal Social Welfare and Development
7	FARM SUPERINTENDENT III	62	18	28,446.00	graduate of a Bachelor's degree	6 hours relevant training	2 years relevant experience	CS Professional/2nd level		Office of the Municipal Agriculturist
8	FARM SUPERVISOR	66	6	10,393.00	elementary school graduate	none required	none required	none required		Office of the Municipal Agriculturist
9	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	72	4	9,250.00	elementary school graduate	none required	none required	none required		Office of the Municipal Disaster Risk Reduction and Management
10	ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)	28	15	21,372.00	graduate of a Bachelor's degree	4 hours relevant training	1 year relevant experience	CS Professional/2nd level		Office of the Municipal Administrator

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 **March 18, 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 present position for one (1) year (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:

EDISON EVIN C. MANDREZA

MBO/HRMO-Designate

MGO TAGAPUL-AN, SAMAR (WESTERN)

edisonervinmandreza@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.