Electronic copy to be submitted to the CSC FO must be in MS Excel format

## Republic of the Philippines MGO VILLAREAL, 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 VILLAREAL, SAN | IAR (WESTERN) in the CSC |
|--|--------------------|--------------------------|
| website:   |                    | Quel-                    |
|  | Marj               | a Nenita S. Varela       |
|  | /                  | HRMO                     |
|  | Date:              | January 7, 2022          |

| No. | Position Title (Parenthetical Plantilla Item Title, if No. applicable) | Plantilla Itom | Salary/<br>Job/  | Monthly   | Qualification Standards   |                              |  |   |                     |   |
|-----|--|----------------|------------------|-----------|---|------------------------------|--|---|---------------------|---|
|     |  | Pay Grade      | ay <b>Salary</b> | Education | Training  | Experience                   | Eligibility  | Competency (if applicable)  | Place of Assignment |   |
| 1   | Sports and<br>Games Inpector I   | 2018-35-1      | 6                | 12,150.00 | Completion of<br>two years<br>studies in<br>college                     | 4 hours of relevant training | 1 year of relevant experience                                    | Career Service (Sub-<br>Professional)/ First<br>Level Eligibilty    |                     | Office of the Mayor                                   |
| 2   | Administrative Assistant III (Senior BookKeeper)                       | 2018-33-2      | 9                | 14,695.00 | Completion of<br>two years<br>studies in<br>college                     | 4 hours of relevant training | 1 year of relevant experience                                    | Career Service<br>(Sub-<br>Professional)/ First<br>Level Eligibilty |                     | Office of the Municipal<br>Accountant                 |
| 3   | Municipal<br>Treasurer   | 2018-14        | 24               | 66,308.00 | Bachelor's Degree preferably in Commerce, Public Administration or Law  | None                         | 3 years<br>experience in<br>treasury or<br>accounting<br>service | First grade or its equivalent                                       | NA                  | Office of the Municipal<br>Treasurer                  |
| 4   | Municipal Social<br>Welfare Officer II                                 | 2022-41-2      | 15               | 26,323.00 | Bachelor's<br>Degree in Social<br>Work                                  | 4 hours of relevant training | 1 year of relevant experience                                    | R.A 1080 (Social<br>Worker)   |                     | Municipal Social<br>Welfare and<br>Development Office |
| 5   | Medical<br>Technologist II   | 2022-30-2      | 15               | 35,097.00 | Bachelor's<br>Degree in<br>Medical<br>Technology or<br>BS Public Health | 4 hours of relevant training | 1 year of relevant experience                                    | RA 1080   |                     | Municipal Health<br>Office                            |
| 6   | Nurse I  | 2022-30-1      | 15               | 35,097.00 | BS Nursing  | 4 hours of relevant training | 1 year of relevant experience                                    | RA 1080   |                     | Municipal Health<br>Office                            |
| 7   | Sanitation<br>Inspector II   | 2022-30-3      | 8                | 18,998.00 | Completion of<br>two (2) years<br>studies in<br>college                 | 4 hours of relevant training | 1 year of relevant experience                                    | Career Service<br>(Subprofessional)<br>First level<br>Eligibility   |                     | Municipal Health<br>Office                            |
| 8   | Midwife II   | 2018-31-9      | 11               | 25,439.00 | Completion of<br>Midwifery<br>Course                                    | 4 hours of relevant training | 1 year of relevant experience                                    | RA 1080   |                     | Municipal Health<br>Office                            |
| 9   | Midwife II   | 2018-31-11     | 11               | 25,439.00 | Completion of<br>Midwifery<br>Course                                    | 4 hours of relevant training | 1 year of relevant experience                                    | RA 1080   |                     | Municipal Health<br>Office                            |
| 10  |  |                |                  |           |   |                              |  |   |                     |   |

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, 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.

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

MARIA NENITA S. VARELA HRMO II MGO VILLAREAL, SAMAR (WESTERN) varelamanette@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.