


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, SAMAR (WESTERN) in the CSC website:


Maria Nenita S. Varela
HRMO

Date: January 25, 2022

| 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 | Administrative Aide III (Laborer II) | 2018-38-3 | 3 | 10,594.00 | Must be able to read and write | none required | none required | none required | | Office of the Mayor |
| 2 | Administrative Aide I (Utility Worker I) | 2018-39-4 | 1 | 9,388.00 | Must be able to read and write | none required | none required | none required | | Office of the Mayor |
| 3 | Administrative Aide I (Utility Worker I) | 2018-39-14 | 1 | 9,388.00 | Must be able to read and write | none required | none required | none required | | Office of the Mayor |
| 4 | Administrative Aide III (Clerk I) | 2018-38-7 | 3 | 10,594.00 | Completion of two years studies in college | none required | none required | Career Service (Sub-Professional) / First Level Eligibility | | Office of the Mayor |
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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 February 10, 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.