


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: December 28, 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	Sports and Games Inspector I	2018-35-1	6	12,150.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Sub-Professional)/ First Level Eligibility		Office of the Mayor
2	Administrative Assistant III (Senior BookKeeper)	2018-33-2	9	14,695.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Sub-Professional)/ First Level Eligibility		Municipal Treasurer's Office
3	Licensing Officer I	2022-41-1	11	19,079.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility		Office of the Mayor
4	Municipal Environment and Natural Resources Officer	2022-24-1	24	66,308.00	Bachelor's Degree in Environment, Forestry, Agriculture or any related course	None Required	3 years in experience in environment and natural resources, management, construction and utilization	Career Service (Professional) /Second Level Eligibility	Advanced or; Strategic thinking, planning, managing performance, Building a successful team, Safety Awareness, Time Management, Building Client's Satisfaction, Proficiency in communication at creating and Nurturing a High Performing Organization	Municipal Environment and Natural Resources Office
5	Municipal Social Welfare Officer II	2022-41-2	15	26,323.00	Bachelor's Degree in Social Work	1 year of relevant experience	4 hours of relevant training	R.A 1080 (Social Worker)		Municipal Social Welfare and Development Office
6	Medical Technologist II	2022-30-2	15	35,097.00	Bachelor's Degree in Medical Technology or BS Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080		Municipal Health Office
7	Nurse I	2022-30-1	15	35,097.00	BS Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080		Municipal Health Office
8	Sanitation Inspector II	2022-30-3	8	18,998.00	Completion of two (2) years studies in college	One (1) year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First level Eligibility		Municipal Health Office
9	Administrative Aide III (Laborer II)	2022-32-8	3	10,594.00	Must be able to read and write	None Required	None Required	None Required		Municipal Agriculture 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 13, 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)
varelanette@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.