

Republic of the Philippines
MGO ZUMARRAGA, 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 ZUMARRAGA, SAMAR (WESTERN) in the CSC website:


JOAN G. ASTORGA
HRMO


Date: December 07, 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	Administrative Assistant-III(Senior Bookkeeper)	1081-63	SG 9	13,715.00	Completion of two years studies in college	4 hours relevant trainings	One (1) year of relevant experience	Career Service Sub-Professional/1st level Eligibility		Office of the Mun. Accountant
2										
3										
4										
5										

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 December 22, 2021.

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:


JOAN G. ASTORGA
AO-II(HRMO-I)
Poblacion 1, Zumarraga, Samar
Ghabz_gabiana@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.