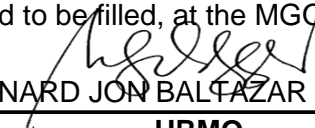


Electronic copy to be submitted to the CSC  
FO must be in MS Excel format

Republic of the Philippines  
**MGO PAMBUJAN, NORTHERN SAMAR**  
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 PAMBUJAN, NORTHERN SAMAR in the CSC website:

  
MAYNARD JON BALTAZAR M. ISUNZA  
**HRMO**

Date: MAY 14, 2024

No.	Position Title (Parenthetical Title, if applicable)	Classification Item	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Aide	7611-5a	4	11690	High School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III, as amended by MC 10, s. 2013 Cat III)	N/A	Office of the Municipal Social Welfare and Devevelopment, LGU-Pambujan, N. Samar
2	Social Welfare Aide	7611-5b	4	11690	High School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III, as amended by MC 10, s. 2013 Cat III)	N/A	Office of the Municipal Social Welfare and Devevelopment, LGU-Pambujan, N. Samar

3	Administrative Aide II (Bookbinder I)	1051-4	2	10364	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III, as amended by MC 10, s. 2013 Cat III)	N/A	Office of the Municipal Civil Registrar, LGU-Pambujan, N. Samar
4	Administrative Aide II (Bookbinder I)	1071-7	2	10364	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III, as amended by MC 10, s. 2013 Cat III)	N/A	Office of the Municipal Budget Officer, LGU-Pambujan, N. Samar
5	Internal Auditor I	3-03-001-002	11	20250	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	N/A	Internal Audit Service Office, LGU-Pambujan, N. Samar

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 May 29, 2024.

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](http://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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**AYNARD JON BALTAZAR M. ISUNZ**

HRMO I

LGU-Pambujan, Northern Samar

[maynardisunza1996@gmail.com](mailto:maynardisunza1996@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**