

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

Republic of the Philippines
MGO MERCEDES, EASTERN 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 MERCEDES, EASTERN SAMAR in the CSC website:

DAISY M. ABLAY
HRMO
Date: May 07, 2024

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	Terrace Operations Assistant	7-8	7	13034	Completion of Two Years in College	None Required	None Required	Career Service Sub-professional/First Level Eligible	N/A	LGU-MERCEDES
2	Administrative Aide IV (Class B)	7-11	4	10910	Completion of Two Years in College	None Required	None Required	Career Service Sub-professional/First Level Eligible	N/A	LGU-MERCEDES
3	Administrative Aide III (Class B)	7-28	3	10275	Elementary Graduate	None Required	None Required	Driver's License	N/A	SP-ORCELA GU MERCEDES
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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 May 22, 2024.

- 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;
 - Performance rating in the last rating period (if applicable);
 - Photocopy of certificate of eligibility/rating/license; and
 - Photocopy of Transcript of Records.
- b. The 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
 DAISY M. ABLAY
 HRMA
 LGU-MERCEDES
hrma@lgu-mercedes.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.