

Republic of the Philippines
MGO LLORENTE, EASTERN SAMAR
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO LLORENTE, EASTERN SAMAR in the CSC website:

GEMMA MILOUR B. TAVERA
HRMO

Date: April 23, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Revenue Collection Clerk I	1091-08	5	13,234.00	Completion of two (2) years studies in college	None required	None required	None required	Career service (sub-professional) First level eligibility	Municipal Treasurer's Office
2	Administrative Aide I (Utility Worker I)	9919-06	1	10,400.00	Must be able to read and write	None required	None required	None required	None required	Municipal Disaster Risk Reduction and Management Office
3	Social Welfare Officer I	7611-05	11	21,600.00	Bachelor's Degree in Social Work	None required	None required	None required	R.A. 1080 (Social Worker)	Municipal Social Welfare and Development Office

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 8, 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;
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.

"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:

GEMMA MILOUR B. TAVERA
Admin Officer V (HRMO III)
Brgy. 8, Municipal Bldg., Lorente E. Samar
harmollorete@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.