

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

*[Signature]*  
DAISY M. ABLAY  
HRMO  
Date: April 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Tourism Operations Assistant	7-11	7	13034	Completion of Two Years in College	None Required	None Required	Career Service Sub-Professional/First Level Eligible	N/A		LOU-MERCEDES
2	Administrative Aide IV (Comm. II)	7-8	4	10910	Completion of Two Years in College	None Required	None Required	Career Service Sub-Professional/First Level Eligible	N/A		LOU-MERCEDES
3	Administrative Aide III (Comm. I)	7-26	3	10275	Elementary Graduate	None Required	None Required	Driver's License	N/A		SB-OFFICE/LOU-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 03, 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
3. The cover sheet encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels or 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**  
 HRMO  
 LOU-MERCEDES  
[hrmo@louismercedes.gov.ph](mailto:hrmo@louismercedes.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.