

Republic of the Philippines
MGO SAN JOSE, 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 SAN JOSE, NORTHERN SAMAR in the CSC website:

Egardo
ERLINDA P. APELO
HRMO

Date: August 24, 2023

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	Administrative Aide IV (Bookbinder II)	1011-14	4	10,910.00	Elementary School Graduate	none required	none required	none required (CSC MC 11, s. 1996 as amended by CSC MC 10, s. 2013-Cat III)	N/A	Mayor's Office
2	Administrative Aide IV (Bookbinder II)	1050-3	4	10,910.00	Elementary School Graduate	none required	none required	none required (CSC MC 11, s. 1996 as amended by CSC MC 10, s. 2013-Cat III)	N/A	Budget Office
NOTHING FOLLOWS										

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 September 08, 2023.

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.
5. The Agency encourages interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

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

Egardo
ERLINDA P. APELO
HRMO II

MGO-SAN JOSE, NORTHERN SAMAR
lgusanjosenorthernsamar@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.