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

Republic of the Philippines MGO PINABACDAO, SAMAR (WESTERN) 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 PINABACDAO, SAMAR (WESTERN) in the CSC website:

JESSICA G. ACABA

HRMO

Date:

March 11, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Admin. Aide III (Utility Worker II)	63	3	11009	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat III)		Office of the MGSO
2	Admin. Aide III (Utility Worker II)	45	3	1111119	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat III)		Office of the MCDO
3	Admin. Assisstant II (Bookkeeper I)	127	8	14808		4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility		Municipal Accountant's Office
4	Day Care Worker I	95	6	13165	High School Graduate	None required		None required (MC 11, s. 96-Cat III)		Municipal Social Welfare & Development Office
5	XXXXX	xxxxx	xxxxx	xxxxx	NOTHING	FOLLOWS	XXXXX	XXXXX	XXXXX	XXXXX
6										
7										
8							26.5			2
9										
10	, · · · · ·									

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 March 26, 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.
- 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:

Hon. TEODORICO A. MABAG

Municipal Mayor

MGO Pinabacdao Samar (Western)

lgupinabacdaoHR@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.