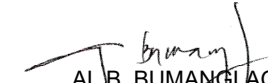


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO GANDARA, SAMAR (WESTERN) in the CSC website:


AL B. BUMANGLAG
HRMO

Date: 1/19/2024

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	Administrative Assistant I (Computer Operator I)	1081-08	7	15827	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (Subprofessional) Data Encoder (MC II,s.96-Cat.I) / First Level Eligibility		Municipal Accountant 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 February 3, 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 encourage all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status

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

AL B. BUMANGLAG
HRMO III
DUMALOONG, GANDARA, SAMAR
gandaralgu12345@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.