

Republic of the Philippines  
Municipality of Sta. Rita  
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 Local Government Unit of Sta. Rita, Samar. in the CSC website:



RAUL G. AMORES

HRMO

Date: 1/3/2019

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 Officer I (Supply Officer I)	12(MO)	SG-10	14,974.00	Bachelor's Degree	None Required	None Required	Career Service (Professional), Second Level eligibility	knowledge in computer data recording and management	Mayor's Office
2	Administrative Aide I (Utility Worker I)	8 (MO)	SG-01	8,408.00	Able to read and write, physically & mentally fit	None Required	None Required	None Required	None Required	Mayor's Office
3	Agricultural Technologist	3 (MAO)	SG-10	14,974.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinirary Medicine	None Required	None Required	R.A. 1080 (Board of Agriculture)	knowledge in high value crops (HVC)production	Municipal Agriculture Office
4										
5										

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 January 04, 2019.

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.

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

**RAUL G. AMORES**

MGDH/HRMO

Human Resource Management Office, Sta. Rita, Samar

[hrmo.lgustarita@gmail.com](mailto:hrmo.lgustarita@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.