

Republic of the Philippines
MGO GENERAL MACARTHUR, 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 MGO GENERAL MACARTHUR, EASTERN SAMAR in the CSC website.

SALVADOR A. ANABA-AB

HRMO

Date: Tuesday, July 4, 2023

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	MGDH - I (MUNICIPAL BUDGET OFFICER)	39	24	63,055.00	Bachelor's Degree preferably in accounting, Economics, Public Administration, or any related course	None required	Three (3) years experience in government budgeting or in related field	Career Service (Professional) Second Level Eligibility	None	MBO - MGO - Gen. MacArthur, Eastern Samar	
2	SECRETARY TO THE SANGGUNIAN BAYAN - I	4	24	63,055.00	Bachelor's Degree preferably in Law, Commerce or Public Administration	None	None required	Career Service (Professional) Second Level Eligibility	None	SBO - MGO - Gen. MacArthur, Eastern Samar	
3	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER -II	1g	15	25,633.00	Bachelor's Degree	4 Hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	None	MDRRMO - MGO - Gen. MacArthur, Eastern Samar	
4	HOUSING AND HOMESITE REGULATION ASSISTANT	78	8	13,821.00	Completion of two (2) years in college	4 Hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) Second Level Eligibility	None	MO - MGO - Gen. MacArthur, Eastern Samar	
5	ADMINISTRATIVE ASSISTANT - II (DISBURSING OFFICER - II)	24b	8	13,821.00	Completion of two (2) years in college	4 Hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) Second Level Eligibility	None	MTO - MGO - Gen. MacArthur, Eastern Samar	

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 July 19, 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. 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:

SALVADOR A. ANABA-AB

HRMO

MGO General MacArthur, Eastern Samar

anabaalsalvador50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.