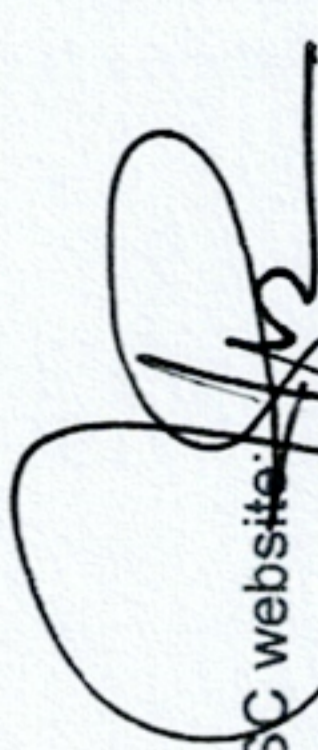


Republic of the Philippines
MGO GENERAL MACARTHUR, EASTERN SAMAR
Request for Publication of Vacant Positions

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: Monday, October 16, 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	INFORMATION SYSTEMS ANALYST - I	37b	12	20,416.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	None	MPDO - MGO - Gen. MacArthur, Eastern Samar
2	MUNICIPAL GOVERNMENT DEPARTMENT HEAD - I (MUNICIPAL ACCOUNTANT)	43	24	63,055.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	3 years experience in the treasury or accounting services	None required	R.A 1080	None	Mun. Accounting Office - MGO - Gen. MacArthur, Eastern Samar
3	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER - II)	24b	8	13,821.00	Completion of at least two (2) years in college	4 hours of relevant training	One (1) year of relevant experience	Career Service Sub-professional (First Level Eligibility)	None	MTO - MGO - Gen. MacArthur, Eastern Samar
4	MARKET SUPERVISOR - I	77	10	16,223.00	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)	None	MTO - MGO - Gen. MacArthur, Eastern Samar
5	HOUSING AND HOMESITE REGULATION ASSISTANT	78	8	13,821.00	Completion of at least two (2) years in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-professional (First Level Eligibility)	None	MO - 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 October 31, 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
anabaabsalvador50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.