

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
Administrative Officer IV


Date: June 10, 2020

No.	Position Title (Parentetical 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	MGDH-I (Municipal Treasurer)	23	24	59,552.00	Bachelor's Degree preferably in Commerce, Public Administration or Law.	None	3 years experience in treasury or accounting service.	Career Service Sub-Professional	BCLTE Passer	MTO Gen. MacArthur
2	Revenue Collection Clerk I	30	5	10,249.00	Completion of two years studies in College	None	None	Career Service Sub-Professional		MTO Gen. MacArthur

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

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.

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


SALVADOR A. ANABA-AB
Administrative Officer - IV
MGO Gen. MacArthur, E. Samar
anabaabsalvador@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.