

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: January 12, 2024

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	Bookkeeper I	26	8	13821	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	None	MAO-MGO Gen. MacArthur, E. Samar
2	Administrative Aide I (Laborer I)	1h	1	9100	Must be able to read and write	None Required	None Required	None Required	None	MAO-MGO Gen. MacArthur, E. Samar
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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 27, 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. The 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 w/ 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
General MacArthur, Eastern Samar
anabasalvador50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.