

Republic of the Philippines
MGO JIPAPAD, EASTREN 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 JIPAPAD, EASTREN SAMAR in the CSC website:

MA. LAURA BERNADINE M. ENGO
HRMO

Date: 10/24/2023

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	Internal Auditor II	57	15	25,633	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant	One (1) year of relevant experience	Career Service (Professional)/Second Level Eligibility	None	Municipal Auditing Services Office
2	Environmental Management Specialist	2-A-4	11	18,900	Bachelor's Degree Relevant to the Job	None-required	None-required	Career Service (Professional)/Second Level Eligibility	None	Office of the Mayor
3	Revenue Collection 1	29	5	11,580	Completion of at least two (2) years in College	None-required	None-required	Civil Service Sub-professional Eligibility or its equivalent	None	Office of the Municipal Treasurer

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 November 08, 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. The office highly encourages all interested and qualified applicants and promote equal employment opportunity to all men and women of all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), region, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation gender identity and expression

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

MA. LAURA BERNADINE M. ENGO
MGADH1 (HRMO)
Barangay 04, Jipapad E. Samar
ma.laurabernadine_engo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.