

Republic of the Philippines
Municipal Government of Matuguiniao
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 LGU - MATUGUINIAO in the CSC website MATHILDA M. MORILLO

HRMO

Date: October 14, 2020

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	Administrative Aide IV (Clerk II)	2020 - 30	SG - 4	₱10,773.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)		Office of the Sangguniang Bayan
2	Tourism Operations Officer II	2020 - 86	SG - 15	₱24,659.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT Specific and mandatory trainings	1 year of work experience and involvement in the tourism either in the private sector or the government	Carreer Service (Professional)/Second Level Eligibility	Written Communication, planning and coordination,	Office of the Municipal Mayor
3	Local Disaster Risk Reduction/Management Officer II	2020 - 87	SG - 15	₱24,659.00	Bachelor's Degree	4 hours relevant training on DRRM	1 year of relevant experience on DRRM	Carreer Service Professional/2nd Level Eligibility	Computer literacy, attention to details, Data, planning and coordination	Office of the Municipal Mayor

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 30, 2020.**

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:

MATHILDA M. MORILLO
HRMO
Matuguiniao, Samar
athildammorillo63@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.