

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: Nov. 12, 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	Completion of at least 2 years in college	None required	None required	Carreer Service Eligibility (Sub professional)		Office of the Sangguniang Bayan
2	xxx nothing follows xxx									
4										
5										
6										

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

Nov. 27, 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
athildamorrillo63@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.