

Republic of the Philippines  
Municipal Government of Matuguinao  
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 - MATUGUINAO in the CSC website *M. Morillo*

**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		
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	Carrier Service (SubProfessional) First Level Eligibility	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](http://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  
Matuguinao, Samar  
[athildammorillo63@yahoo.com](mailto:athildammorillo63@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.