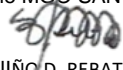


Republic of the Philippines
MGO SAN JOSE DE BUAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

TO THE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SAN JOSE DE BUAN, SAMAR (WESTERN) in the CSC website:


NIÑO D. REBATO

HRMO

Date: December 15, 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	Assessment Clerk I	5-2	4	11,690.00	Two years studies in college	None Required	None Required	Career Service Sub-Professional/ first level eligibility	N/A	Assessors Office
2	Administrative Aide III (Driver I)	10-8	3	11,009.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10 s 2013, Category IV)	N/A	Municipal Engineering Office
3	Administrative Aide IV (Clerk II)	4-3	4	11,690.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
4	Revenue Collection Clerk I	4-4	5	12,407.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
5	Revenue Collection Clerk I	4-5	5	12,407.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
6	Administrative Aide VI (Mechanic II)	10-4	6	13,165.00	High School Graduate or Completion of relevant vocational/trade courses	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) (MC 10 s 2013, Category II)	N/A	Municipal Engineering Office

7	Administrative Aide IV (Clerk II)	1-7	4	11,690.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	Mayors Office
8	Administrative Aide IV (Clerk II)	1-8	4	11,690.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	Mayors Office
9	Administrative Aide IV (Clerk II)	1-23	4	11,690.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	HRMO

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 December 30, 2023.

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. This office highly encourages all interested 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 with 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:


NIÑO D. REBATO

 HRMO

 Jose de Buan, Samar

sanjosedebuanofficial@gmail.com

OCUMENTS SHALL NOT BE ENTERTAINED.