

Republic of the Philippines  
Province of Samar  
Municipality of Sta. Margarita  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the Municipal Government of Sta. Margarita, Samar  
in the CSC website:

  
**HAZEL E. CAMARINES**  
Administrative Officer IV/HRMO II  
Date: June 24, 2019

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	Administrative Aide III (Driver I)	AAIIIDRV- MO2018-01	3	9,350.00	Elementary School Graduate	None required	None required	Professional Driver's License (LTO)		Mayor's Office, Sta. Margarita, Samar
2	Administrative Aide III (Driver I)	AAIIIDRV- MO2019-03	3	9,350.00	Elementary School Graduate	None required	None required	Professional Driver's License (LTO)		Mayor's Office, Sta. Margarita, Samar (Solid Waste Mngt.)
3	Administrative Aide I (Utility Worker I)	AAIUW- MO2018-01	1	8,301.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Mayor's Office, Sta. Margarita, Samar
4	Administrative Aide VI (Clerk III)	AAVICLRK-SBO- 2019	6	11,135.00	Completion of two years studies in college	None required	None required	Career Service (Sub professional)/First Level Eligibility		Office of the Vice Mayor (Sta. Margarita, Samar)
5	Agricultural Technologist	AT-2018-01	10	14,425.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		Mun. Agriculture Office, Sta. Margarita, Samar

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 July 10, 2019.

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:

**HAZEL E. CAMARINES**  
Administrative Officer IV (HRMO II)  
Human Resource Mngt. Office, LGU-Sta.  
Margarita, National Highway, Brgy. Monbon,  
Sta. Margarita, Samar  
[lgusmhrmo@gmail.com](mailto:lgusmhrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.