

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 positions, which are 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: November 4, 2020

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	Municipal Government Department Head I (MDRRMO)	MGDH-MDRRMO	24	62,555.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ 2nd Level Eligibility		Municipal Disaster Risk Reduction Management Office
2	Agriculturist II	AGRII-2020	15	22,898.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080		Municipal Agriculture Office
3	Engineer II	ENGRII-2020	16	25,188.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Engineering Office

We encourage all interested and qualified applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation to apply & should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 20, 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:

**GEMMA P. ZOSA**

Municipal Mayor  
LGU-Sta. Margarita, Samar

or thru

**HAZEL E. CAMARINES**

Administrative Officer IV (HRMO II)  
Human Resource Management Office, LGU-Sta.  
Margarita, Samar  
lgusmhrmo@gmail.com


**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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4	Secretary to the Sangguniang Bayan	BSV-2018	24	62,555.00	Holder of a college degree preferably in Law, Commerce or Public Administration from a recognized college or university	None required	None required	First Grade Civil Service Eligibility or its equivalent		Office of the Sannguniang Bayan

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**SIMPLICIO D. GALIBO, JR.**

Vice Mayor

LGU-Sta. Margarita, Samar

or thru

**HAZEL E. CAMARINES**

Administrative Officer IV (HRMO II)

Human Resource Mgmt. Office, LGU-Sta.

[lgumhrmo@gmail.com](mailto:lgumhrmo@gmail.com)

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