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

Republic of the Philippines MGO TAFT, EASTERN SAMAR Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

		- Lie	110	
		JESSIÇ <i>Î</i>	Q. ELLE	
web	site:	6	7	
	vve hereby request the publication of the following vacant positions, which are authorized to be miled,	at the MOO 17th 1, E7to Little		,0
	We hereby request the publication of the following vacant positions, which are authorized to be filled,	at the MGO TAFT FASTERN	SAMAR in the CS	SC:

Date: November 13, 2023

	Position Title	DI (''' I'	Salary/	Monthly Salary	Qualification Standards					
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignmen
1	Administrative Aide I (Utility Worker I)	1.13.11	1/1	9 /50	Must be able to read and write	None required	None required	None required	N/A	General Services Office
2	Administrative Aide I (Utility Worker I)	1.13.19	1/1	9 /50	Must be able to read and write	None required	None required	None required	N/A	General Services Office
3	Administrative Aide I (Utility Worker I)	1.13.20	1/1	9 750 00	Must be able to read and write	None required	·	·	N/A	General Services Office
	Assistant Registration Officer II	1.14.2	8/1	14,808.00	Completion of Two-Year Studies on College	4 Hours of relevant training	1 year relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Local Civil Registration Office
	Local Disaster Risk Reduction Management Officer I (LDRRMO I)	1.1.18	11/1	20,250.00	Bachelor's Degre	None required		Career Service (F	N/A	Local Disaster Risk Reduction Management Office
6 7										
8										

9					
10					

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 November 30, 2023.

- 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.
- 5. This Office highly encourages all interested and qualified 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 affliation to include members of the indiginous 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:

JESSICA D. ELLE

HRMO I

Municipal Bldg. Brgy. 2 Taft, E. Samar

jesstaft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.