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CSC FO  
must be in MS Excel format

Republic of the Philippines  
**MGO TAGAPUL-AN, SAMAR (WESTERN)**  
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 MGO TAGAPUL-AN, SAMAR (WESTERN) in the CSC website:

  
EDISON ERVIN C. MANDREZA  
MBO/HRMO-Designate

Date: November 13, 2020

| No. | Position Title            | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards       |               |  |   |                            | Place of Assignment                     |
|-----|---------------------------|--------------------|------------------------|---------------|-------------------------------|---------------|--|---|----------------------------|---|
|     |                           |                    |                        |               | Education                     | Training      | Experience                                 | Eligibility   | Competency (if applicable) |   |
| 1   | Municipal Civil Registrar | 42                 | 24                     | 541,092.00    | holder of a Bachelor's degree | none required | 3 years experience in civil registry works | Career Service Professional/2nd Level Eligibility or its equivalent |                            | Office of the Municipal Civil Registrar |
|     | (nothing follows)         |                    |                        |               |                               |               |  |   |                            |   |
|     |                           |                    |                        |               |                               |               |  |   |                            |   |
|     |                           |                    |                        |               |                               |               |  |   |                            |   |

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 **February 21, 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 present position for one (1) year (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:

**EDISON EVIN C. MANDREZA**  
MBO/HRMO-Designate  
MGO TAGAPUL-AN, SAMAR (WESTERN)  
[edisonervinmandreza@gmail.com](mailto:edisonervinmandreza@gmail.com)

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