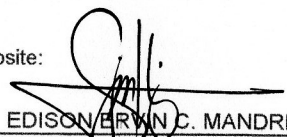


Republic of the Philippines
MGO TAGAPUL-AN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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 27, 2019

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	Administrative Aide IV (Bookbinder)	6	4	97,932.00	completion of 2 years college studies	none	none	none		Office of the Municipal Mayor
2	Draftsman II	38	8	129,096.00	completion of 2 years college studies	4 hours of relevant training	1 year of relevant experience	MC No. 10, s. 2013 - Cat. II (Draftsman)		Office of the Municipal Engineer
3	Municipal Civil Registrar	42	24	417,900.00	holder of a Bachelor's degree	none	3 years experience in civil registry work	Career Service Professional/2nd Level Eligibility or its equivalent		Office of the Municipal Civil Registrar
4	Administrative Aide IV (Bookbinder)	43	4	97,932.00	completion of 2 years college studies	none	none	none		Office of the Municipal Civil Registrar

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 12, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.