


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: January 15, 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	Administrative Aide IV (Bookbinder II)	6	4	97,932.00	Elementary school graduate	none required	none required	none required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Mayor
2	Municipal Accountant	40	24	475,524.00	Bachelor's degree in Accountancy	none required	3 years experience in treasury and accounting service	RA 1080 (Certified Public Accountant)		Office of the Municipal Accountant
3	Administrative Aide IV (Bookbinder II)	41	4	97,932.00	Elementary school graduate	none required	none required	none required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Accountant
4	Administrative Aide IV (Bookbinder II)	43	4	97,932.00	Elementary school graduate	none required	none required	none required (MC 10, s. 2013 - Cat. III)		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 **January 30, 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 ERVIN 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.**