

Republic of the Philippines  
**MGO SAN JOSE DE BUAN, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

CE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SAN JOSE DE BUAN, SAMAR (WESTERN) in the CSC website:

  
NIÑO D. REBATO  
HRMO

Date: June 6, 2023

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	Assessment Clerk I	5-2	4	11,690.00	Two years studies in college	None Required	None Required	Career Service Sub-Professional/ first level eligibility	N/A	Assessors Office
2	Administrative Aide III (Driver I)	10-8	3	11,009.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10 s 2013, Category IV)	N/A	Municipal Engineering Office
3	Administrative Aide IV (Clerk II)	4-3	4	11,690.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
4	Revenue Collection Clerk I	4-4	5	12,407.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office
5	Revenue Collection Clerk I	4-5	5	12,407.00	Two years studies in college	None Required	None Required	Career Service Sub-professional/first level eligibility	N/A	Municipal Treasurer's Office

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 June 21, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised)
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 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 affiliation to include members of the indigenous 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:

**NIÑO D. REBATO**  
HRMO  
Municipal Compound, Brgy. 2, San Jose de Buan, Samar  
sanjosedebuanofficial@gmail.com

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