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

May 18, 2023

Date:

Republic of the Philippines MGO GAMAY, NORTHERN SAMAR Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO GAMAY	, NORTHERN SAMAR in	the CSC website:	

	Position Title	Plantilla Item No.		ary/	Qualification Standards					
No.	(Parenthetical Title if Plantilla			em No. Pay	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
	Municipal Government Department Head - I (PESO MANAGER)	18	24	66,308.00	Bachelor's Degree preferably in any of the ff: Operations Management(OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields		employment	Career Service (Professional) Second Level Eligibility		Public Employment Services Office
2	Administrative Assistant I (COMPUTER OPERATOR I)	42	7	13,528.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required		Career Service (Subprofessional) Data Encoder (MC 11,s. 96 - Cat. I) First Level Eligibility		Office of the Municipal Treasurer

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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 05, 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. The Office highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrination. **QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

BEN L. BANAWIS JR.				
MNAO/OIC-HRMO				
LGU Gamay Northern Samar				
benseniorbanawis@gmail.com				

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.