

Republic of the Philippines
MGO ALMAGRO, 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 ALMAGRO, SAMAR (WESTERN) in the CSC website:

Reynaldo V. Bailia
HRMO

Date: February 2, 2024

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	ADMINISTRATIVE AIDE I (Utility Worker I)	06-032	1	9100	Must be able to read and write	None required	Non required	Non required	Not applicable	Office of the Municipal Planning and Development Coordinator

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 17, 2024.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Reynaldo V. Bailia
HRMO
LGU Almagro
reynaldobailia3477@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.