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

Republic of the Philippines MGO BALANGIGA, EASTERN SAMAR Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are a	authorized to be filled, at the MGO BALANG	SIGA, EASTERN SAMAR in the CSC
website:		URIZA B. ONÁROSA
	Admin	istrative Officer IV (HRMO II)
	Date:	January 20, 2022

	Position Title		Salary/		Qualification Standards					
No.	(Parenthetical Plantilla Item Title, if No. applicable)		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
1	Municipal Government Assistant Department Head 1	10-02	22	51,311.00	Bachelor's Degree in Commerce/Bus iness Administration Major in Accounting/Bac helor of Science in Accountancy	40 hours of Continuing Professional Education for Accountants or technical training on Accountancy and 80 hours of management training/learning and development interventions	5 years of supervisory/ma nagement experience	RA 1080 (Certified Public Accountant)	Advanced	Municipal Accountant's Office, Balangiga, Eastern Samar
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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 February 10, 2022.

- 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:

URIZA B. ONAROSA

Administrative Officer IV (HRMO II)

Municial Building, Balangiga, Eastern Samar

urizabadillaonarosa@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.