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

Republic of the Philippines MGO BIRI, NORTHERN SAMAR 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	ne MGO BIRI, N	IORTHERN SAMAR in the CSC		
website:		for.		
	С	HRIST OB HER P. ARCA		
		HRMO		
	Date:	03/03/2022		

	(Parenthetical Plantilla Item	Diantilla Itana	Salary/		Qualification Standards					
No.		Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Tourism Operation Assistant	10	7	11,017.00	Completion of two years studies in college	None required	None required	Career Service (Subprofession al) First Level Eligibility		LGU-BIRI
2	Revenue Collection Clerk I	13	5	9,805.00	Completion of two years studies in college	None required	None required	Career Service (Subprofession al) First Level Eligibility		LGU-BIRI
3	Administrative Aide II	20.1	2	8,233.00	Must be able to read and write/Elementa ry School Graduate	None required	None required	None required		LGU-BIRI
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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 March 18, 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:

CHRISTOPHER P. ARCA
HRMO Designate
LGU-Biri, Northern Samar
arcachristopher94@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.