

Republic of the Philippines
MGO CABUCGAYAN, BILIRAN
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 CABUCGAYAN, BILIRAN in the CSC website:


ROSARIO C. AZORES
SAO (HRMO IV)

Date: 10-Nov-21

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 Assistant I (Computer Operator I)	MEO-P-064	SG7S1	P 11,521.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 10, S. 2013-Cat II) First Level Eligibility		LGU- Cabucgayan, Biliran
	xxx									

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 November 25, 2021.

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:


ROSARIO C. AZORES

SAO (HRMO IV)

Mun. Bldg. Magbangon, Cabucgayan, Biliran

rc_azores@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.