

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

  
**AMADOR D. RAFALES**  
HRMO

Date: January 18, 2022

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	Municipal Agriculturist	8000-3-001	24	65057	Bachelor's degree in Agriculture or any related course	None required	3 years acquired experience in agriculture or in related field	RA 1080 (Preferably Licensed Agricultural Engineer)		Municipal Agricultures Office
2	Municipal Government Department Head I (PESO Manager)	3000-3-001	24	65057	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD), and/or allied fields	None required	3 years of supervisory/manag ement experience in program management relative to employment facilitation	Career Service (Professional) 2nd Level Eligibility		Public Employment Service Office
3	Internal Auditor II	1000-1-006	15	25181	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Mayor

4	Agriculturist II	8000-3-003	15	25181	Bachelor's degree in Agriculture or other aklied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year of relevant experience	RA 1080		Municipal Agricultures Office
5	Local Revenue Collection Officer II	1000-9-011	15	25181	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Municipal Treasurer's Office
6	Youth Development Officer II	3000-2-007	14	23099	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Municipal Social Welfare and Development Office
7	Engineer I	8000-10005	12	19539	Bachelor's degre in Engineering relevant to the job	None required	None required	RA 1080		Office of the Municipal Engineer
8	Local Assessment Operations Officer I	1000-11-003	11	17908	Bachelor's Degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Municipal Assessor's Office
9	Environmental Management Specialist I	8000-4-002	11	17908	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) 2nd Level Eligibility		Municipal Environment and Natural Resources Office
10	Administrative Assistant III (Computer Operator II)	1000-1-003	9	14695	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 6,s. 2020-Cat II) First Level Eligibility		Office of the Municipal Mayor
11	Administrative Assistant III (Storekeeper III)	1000-6-014	9	14695	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Municipal General Services Office

12	Daycare Worker II	3000-2-009	8	13688	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat III)		Municipal Social Welfare and Development Office
13	Administrative Aide VI (Mechanic II)	1000-6-016	6	12150	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat I)		Municipal General Services Office
14	Instrumentman I	8000-1-006	5	11456	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Office of the Municipal Engineer
15	Administrative Aide IV (Driver II) <i>Anticipated Vacancy</i>	3000-1-011	4	14400	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 - Category IV)		Municipal Health Office
16	Administrative Aide IV (Driver II)	1000-6-004	4	10800	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 - Category IV)		Municipal General Services Office
17	Social Welfare Aide	3000-2-010	4	10800	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat III)		Municipal Social Welfare and Development Office
18	Administrative Aide III (Utility Worker II)	1000-3-011	3	10179	Must be able to read and write	None required	None required	None required		Office of the Municipal Administrator
19	Administrative Aide III (Utility Worker II)	1000-3-012	3	10179	Must be able to read and write	None required	None required	None required		Office of the Municipal Administrator
20	Administrative Aide I (Utility Worker I)	1000-7-003	1	9026	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Budget Officer
21	Administrative Aide I (Utility Worker I)	1000-8-006	1	9026	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Accountant

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 3, 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](http://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:

**AMADOR D. RAFALES**

MGADH I/HRMO

New Municipal Hall, Calbiga, Samar

[rafalesamador@gmail.com](mailto:rafalesamador@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**