

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:

**ARMAN J. RUEDA**  
MGADH I/HRMO

Date: February 10, 2023

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	Nurse II	3000-1-014	16	39672	Bachelor of Science in Nursing	4 hours relevant training	3 years relevant experience	RA 1080		Municipal Health Office
2	Nurse I	3000-1-013	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080		Municipal Health Office
3	Administrative Aide III (Utility Worker II)	3000-1-012	3	14678	Must be able to read and write	None required	None required	None required		Municipal Health Office
4	Administrative Aide I (Utility Worker I)	3000-2-008	1	9750	Must be able read and write	None Required	None Required	None Required		Municipal Social Welfare and Development Office
5	Senior Administrative Assistant II(Computer Operator IV)	3000-3-002	14	25382	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours relevant training	3 years of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 11,s. 96-Cat. I) First Level Eligibility		Public Employment Service Office

6	Instrumentman I	8000-1-006	5	12407	Completion of 2 years studies in college or high school graduate with relevant	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Office of the Municipal Engineer
7	Administrative Aide I (Utility Worker I)	1000-1-007	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Mayor
8	Administrative Aide I (Utility Worker I)	1000-1-008	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Mayor
9	Administrative Aide I (Utility Worker I)	1000-1-009	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Mayor
10	Administrative Aide I (Utility Worker I)	1000-1-010	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Mayor
11	Bookbinder IV	1000-6-017	10	17382	Elementary School Graduate	8 hours relevant training	2 years relevant experience	None Required		Municipal General Services Office
12	Administrative Aide I (Utility Worker I)	1000-6-018	1	9750	Must be able read and write	None Required	None Required	None Required		Municipal General Services Office
13	Administrative Aide I (Utility Worker I)	1000-3-009	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Administrator
14	Administrative Aide I (Utility Worker I)	1000-3-016	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Administrator
15	Administrative Aide I (Utility Worker I)	1000-2-019	1	9750	Must be able read and write	None Required	None Required	None Required		Office of the Sangguniang Bayan

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 25, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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

**ARMAN J. RUEDA**

**MGADH I/HRMO**

**New Municipal Hall, Calbiga, Samar**

**[ar733652@gmail.com](mailto:ar733652@gmail.com)**

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