

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 IV

Date: February 22, 2024

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 Aide I (Laborer I)	1000-6-009	1	9750	Must be able to read and write	None Required	None Required	None Required		Municipal General Services Office
2	Administrative Aide I (Utility Worker I)	1000-9-009	1	9750	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Treasurer

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 8, 2024.

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.
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/HRMO IV
New Municipal Hall, Calbiga, Samar
ar733652@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.