

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
LLSO II/HRMO-Designate

Date: September 23, 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 Government Department Head I	8000-2-001	24	66308	Bachelor's degree	24 hours of training in management and supervision	3 years in position/s involving management and supervision	Career Service (Professional) 2nd Level Eligibility		Municipal Economic Enterprise Office
2	Municipal Government Assistant Department Head I	1000-3-002	22	52472	Bachelor's degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Adminstrator
3	Municipal Government Assistant Department Head I	1000-1-004	22	52472	Bachelor's degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Mayor
4	Day Care Worker I	3000-2-006	6	12658	High School Graduate	None Required	None Required	None Required		Municipal Social Welfare and Development Office
5	Administrative Aide I(Utility Worker I)	1000-3-007	1	9388	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Adminstrator

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 October 10, 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.
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

LLSO II/HRMO- Designate

New Municipal Hall, Calbiga, Samar

ar733652@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.