

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: August 19, 2021

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 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

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 September 6, 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:

AMADOR D. RAFALES
MGADH I/HRMO
New Municipal Hall, Calbiga, Samar
rafalesamador@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.