

Republic of the Philippines
MGO CAN-AVID, EASTERN SAMAR
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled at the MGO CAN-AVID, EASTERN SAMAR in the CSC website

Date

HUBERT R. JAVA
MGDHI HRM Officer

25-Jan-24

| No. | Position Title (Parenthetical Title, if applicable) | Planilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency (if applicable) | Place of Assignment |
|-----|---|-------------------|------------------------|----------------|--|-------------------------------------|-------------------------------------|---|----------------------------|------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | Administrative Assistant III (Senior Bookkeeper) | 40-b | 9 | 15,908.00 | Completion of two years studies in college | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service Sub-Professional First Level Eligibility | | Office of the Municipal Accountant |
| 2 | Local Legislative Staff Officer II | 18 | 13 | 23,490.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional, Second Level Eligibility | | 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 10, 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 and 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:

HUBERT R. JAVA
MGDHI HRM Officer
Municipal Government of Can-avid
upacanavidhrmo2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.