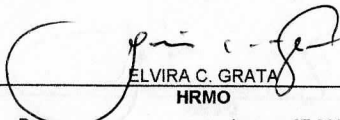


Republic of the Philippines  
**MGO CAN-AVID, EASTERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
\_\_\_\_\_  
ELVIRA C. GRATA  
HRMO  
Date: January 27, 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	Day Care Worker II	83	8	13688	High School Graduate	4 hours relevant training	1 year relevant experience	None Required (Relevant MC, s. 1996 Cat. III)		Office of the MSWDO
2	Administrative Assistant III (Computer Operator II)	3	9	14695	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CSC (Professional) / Second Level Eligibility		Mayors Office
3	**nothing follows**									

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 14 , 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](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.

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

**ELVIRA C. GRATA**

HRMO V

Municipal Government of Can-avid

[elviraqrata@yahoo.com.ph](mailto:elviraqrata@yahoo.com.ph)

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