


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

ERVICE COMMISSION (CSC)

by 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: February 11, 2021

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)	
Administrative Aide III (Utility Worker II)	109	3	9764	Completion of elementary school course or must know how to read, write and account and be able to interpret verbal or written instruction of normal complexity	None	6 months of experience in manual work	None		Office of the General Services
Revenue Collection Clerk III	45	9	14088	Completion of two years college studies	None	1 year of experience in revenue collection work	Career Service (Subprofessional) Relevant Eligibility for First Level Position		Office of the Municipal Treasurer

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 27, 2021.

- Completed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Copy of certificate of eligibility/rating/license; and
- Copy of Transcript of Records.

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

ELVIRA C. GRATA
 HRMOV
 Municipal Government of Can-avid
elviraqrata@yahoo.com.ph

POSITIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.