


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: May 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	Municipal Government Assistant Department Head I (Supervising Labor and Employment Officer)	111	22	51311	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	16 hours of relevant training on employment facilitation	3 years of experience in program management relative to employment facilitation	Career Service (Professional)/ Second Level Eligibility		Municipal Public Employment Service Office
2	Midwife I	70-a	9	22316	Completion of Midwifery course	None	None	RA 1080 (Midwifery)		Office of the Municipal Health
3	Administrative Aide III (Utility Worker II)	22-a	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 Municipal Budget
4	Engineering III	19	86-a	36235	Bachelor's degree in Engineering relevant to the job	8 hours relevant training	2 years of responsible experience in professional engineering work	Relevant RA 1080		Office of the Municipal Engineer
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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 June 07, 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:

ELVIRA C. GRATA

HRMO V

Municipal Government of Can-avid

elvragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.