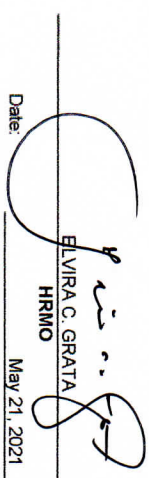


Republic of the Philippines
MGO CAN-AVID, EASTERN SAMAR
Request for Publication of Vacant Positions

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. GRATIA
HRMO
Date: May 21, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plentill a Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Assistant Department Head I (HRMO IV)	25-a	22	50150	1. Bachelor's degree in Public Administration; or 2. Bachelor's degree including or supplemented 12 units in Public Administration/Management	16 Hours Relevant Training	1. 3 years of progressively responsible experience in the application of knowledge on human resource management functions; or 2. 4 years of progressively responsible experience in the application of knowledge on human resource management functions	Career Service (Professional)/ Second level Eligibility	Human Resource Management Office
2									
3									
4									
5									

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 10, 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/training/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. GRATIA

HRMO V

Municipal Government of Can-avid

elviragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.