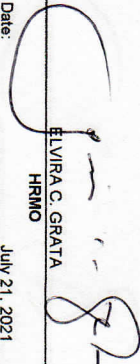


Republic of the Philippines  
**MGO CAN-AVID, EASTERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
ELVIRA C. GRATA  
HRMO  
Date: July 21, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
1	Administrative Assistant II (Budgeting Assistant)	21	8	13688	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Relevant Eligibility for Second Level Position	Office of the Municipal Budget
2	Registration Officer I	24	10	15904	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Relevant Eligibility for Second Level Position	Office of the Municipal Civil Registrar
3									
4									
5									
6									
7									
8									
9									
10									

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 August 9, 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](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  
[elviragrata@yahoo.com.ph](mailto:elviragrata@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.