

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: October 7, 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 Department Head I (MSWDO)	80	24	65057	Masteral Degree with Bachelor's degree in social work	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080 (Social Worker)		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 Sub-professional (First Level Eligibility)		Mayors Office
3	Administrative Aide IV (Storekeeper I)	51	4	10355	Must be able to read and write / Elementary School Graduate	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the Municipal Treasurer
4	Ticket Checker	55	3	9764	Completion of secondary school course	None Required	None Required	Ticket Checker (Res.435)		Office of the Municipal Treasurer
5	Local Revenue Collection Officer II	43-a	15	24040	Bachelor's Degree	4 hours relevant training	1 year relevant experience	CSC Professional (Second Level Eligibility)		Office of the Municipal Treasurer
6	Assistant Traffic Operations Officer	103	8	13129	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-professional (First Level Eligibility)		Office of the Traffic and Vehicle Management
7	Administrative Aide IV (Accounting Clerk I)	41	4	10355	Completion of two years studies in college	None Required	None Required	CSC Sub-professional (First Level Eligibility)		Office of the Municipal Accountant
8	Assesment Clerk I	29	4	10800	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Assessor
9	Administrative Aide III (Utility Worker II)	93	3	9764	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Municipal Planning and Development Office

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 October 22, 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


elvigrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: October 7, 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	Planning officer II	92-a	15	25181	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Relevant Eligibility for Second Level Position		Municipal Planning and Development Office
2	Administrative Aide III (Budgeting Aide)	22	4	10355	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Office of the Municipal Budget
3	Midwife I	70	9	19593	Graduate in Midwifery	None Required	None Required	RA 1080 (Midwifery Licensure Exam)		Office of the Municipal Health
4	**Nothing Follows**									
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 October 22 , 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

elviragrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.