


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 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	
1	Administrative Aide IV (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
2	**nothing follows**								
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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 November 04, 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

elviraqrata@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.