

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 27, 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 (LDRRMOFFICER) | 72                 | 22                     | 51311          | Bachelor's Degree       | 16 Hours of Relevant Training on DRRM | 3 years Relevant Experience on DRRM | Career Service Professional / 2nd Level Eligibility |                            | Local Disaster Risk Reduction & Management Office |
| 2   | **Nothing Follows**   |                    |                        |                |                         |                                       |                                     |   |                            |   |
| 3   |   |                    |                        |                |                         |                                       |                                     |   |                            |   |
| 4   |   |                    |                        |                |                         |                                       |                                     |   |                            |   |
| 5   |   |                    |                        |                |                         |                                       |                                     |   |                            |   |
| 6   |   |                    |                        |                |                         |                                       |                                     |   |                            |   |
| 7   |   |                    |                        |                |                         |                                       |                                     |   |                            |   |

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 11, 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

[elviraqrata@yahoo.com.ph](mailto:elviraqrata@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.