

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: January 6, 2022

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	Administrative Aide III (Utility Worker II)	42-a	3	10179	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the Municipal Accountant
2	Administrative Aide III (Utility Worker II)	42-b	3	10179	Must be able to read and write	None Required	None Required	None Required (Relevant MC 11, s. 1996)		Office of the Municipal Accountant
3	Market Supervisor	52	10	15904	Bachelors Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Treasurer
4	Administrative Aide VI (Clerk III)	74-a	6	12150	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Office of the Local Disaster Risk Reduction and Management
5	Administrative Aide VI (Clerk III)	74-b	6	12150	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Office of the Local Disaster Risk Reduction and Management
6	Tourist Receptionist II	101	10	15904	Completion of two years studies in college	8 hours of relevant training on tourism	2 years of relevant experience in the tourism industry either in the private sector or the government	Career Service (Subprofessional) / First Level Eligibility		Office of the Municipal Tourism
7	Cooperatives Development Specialist II	113	15	25181	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Cooperative Development Office
8	Labor and Employment Officer III	111	16	25181	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and /or allied fields	4 Hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	Career Service (Professional) Second Level Eligibility		Municipal Public and Employment Service 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 January 21, 2022.

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.