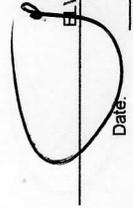


Republic of the Philippines  
**MGO CAN-AVID, EASTERN SAMAR**  
Request for Publication of Vacant Positions

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: August 18, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards  |               |                                       | Competency (if applicable) | Place of Assignment              |
|-----|---|--------------------|------------------------|----------------|--|---------------|---------------------------------------|----------------------------|----------------------------------|
|     |   |                    |                        |                | Education  | Training      | Experience                            |                            |                                  |
| 1   | Administrative Aide III (Laborer II)                | 90                 | 3                      | 9764           | Completion of elementary school course or must know how to read, write and account and be able to interpret verbal or written instruction of normal complexity | None Required | 6 months of experience in manual work | None Required              | Office of the Municipal Engineer |
| 2   |   |                    |                        |                |  |               |                                       |                            |                                  |
| 3   |   |                    |                        |                |  |               |                                       |                            |                                  |

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 September 3, 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)