


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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the MGO CAN-AVID, EASTERN SAMAR in the CSC website:


ELVIRA C. GRATA
HRMO
Date: August 24, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Aide III (Utility Worker II)	22-a	3	9764	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013-Cat. III)		Office of the Municipal Budget
2	Administrative Aide III (Utility Worker II)	75	3	9764	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013-Cat. III)		Office of the Local Disaster Risk Reduction and Management
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 9, 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.