


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. GRATIA  
HRMO  
Date: August 27, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Municipal Government Assistant Department Head I (Supervising Labor and Employment Officer)	111	22	51311	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM).	None Required	3 years of experience in program management relative to employment facilitation	Career Service Professional Relevant Eligibility for Second Level Position		Municipal Public and Employment Service Office
2										
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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 September 13, 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. GRATIA**

HRMO V

Municipal Government of Can-avid

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.