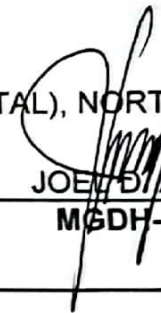


Republic of the Philippines
MGO CATARMAN (CAPITAL), NORTHERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO CATARMAN (CAPITAL), NORTHERN SAMAR in the CSC website:


JOEL D. AROGANTE
MSDH-1/HRMO V

Date: January 07, 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 I (Utility Worker I)	15-30	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
2	Administrative Aide I (Utility Worker I)	15-29	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
3	Administrative Aide IV (Driver II)	12-36	04	14400	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Health Office
4	Labor and Employment Officer II	01-11	13	25448	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor
5	Labor and Employment Officer II	01-12	13	25448	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor

6	Administrative Aide VI (Electronics and Communications Equipment Technician I)	12-45	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
7	Administrative Aide VI (Electronics and Communications Equipment Technician I)	12-44	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
8	Administrative Aide VI (Electronics and Communications Equipment Technician I)	12-43	06	16200	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC11,s. 96 - Cat. III)		Municipal Health Office
9	Administrative Aide VI (Electronics and Communications Equipment Technician I)	13-7	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Social Welfare and Development Office
10	Administrative Aide I (Utility Worker I)	15-35	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office

11	Administrative Aide I (Utility Worker I)	20-49	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
12	Administrative Aide I (Utility Worker I)	12-46	01	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Health Office
13	Administrative Aide I (Utility Worker I)	20-19	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
14	Administrative Aide I (Utility Worker I)	15-21	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
15	Administrative Aide I (Utility Worker I)	11-10	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office
16	Administrative Aide IV (Driver II)	10-9	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Engineering Office
17	Administrative Aide I (Utility Worker I)	15-28	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
18	Administrative Aide I (Utility Worker I)	15-36	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
19	Administrative Aide I (Utility Worker I)	20-34	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
20	Administrative Aide I (Utility Worker I)	20-20	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
21	Administrative Aide I (Utility Worker I)	16-14	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Disaster and Risk Reduction Management Office
22	Administrative Aide I (Utility Worker I)	15-37	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resources Office
23	Administrative Aide I (Utility Worker I)	16-13	01	10831	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Disaster and Risk Reduction Management Office

24	Administrative Assistant V (Electronics and Communications Equipment Technician III)	17-9	11	21489	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Electronics Equipment Technician (MC 11, s. 96 - Cat. II) First Level Eligibility		Municipal Human Resource Management and Development Office
25	Administrative Assistant II (Human Resource Management Assistant)	17-4	8	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Human Resource Management and Development Office
26	Administrative Assistant II (Bookkeeper I)	20-6	08	16426	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Economic Enterprise
27	Administrative Aide II (Bookbinder I)	11-4	02	11511	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office
28	Administrative Aide II (Bookbinder I)	11-5	02	11511	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office
29	Administrative Assistant IV (Bookbinder IV)	17-3	10	19085	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)		Municipal Human Resource Management and Development Office
30	Administrative Aide IV (Driver II)	16-10	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Disaster and Risk Reduction Management Office
31	Administrative Aide IV (Driver II)	16-9	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Disaster and Risk Reduction Management Office
32	Administrative Aide IV (Driver II)	15-40	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Environment and Natural Resources Office

33	Administrative Assistant IV (Bookbinder IV)	13-3	10	19085	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)		Municipal Social Welfare and Development Office
34	Administrative Aide IV (Driver II)	13-8	04	12960	Elementary School Graduate	None required	None required	Driver License (MC11,s. 96 - Cat. II)		Municipal Social Welfare and Development Office
35	Administrative Aide VI (Electronics and Communications Equipment Technician I)	07-8	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Accounting Office
36	Administrative Aide II (Reproduction Machine Operator I)	07-5	02	11511	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Accounting Office
37	Administrative Assistant II (Bookkeeper I)	07-4	08	16426	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting Office
38	Administrative Aide I (Utility Worker I)	14-19	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Agriculture and Extension Services Office
39	Administrative Aide IV (Driver II)	06-15	04	12960	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Assessor's Office
40	Administrative Aide II (Reproduction Machine Operator I)	11-11	02	11511	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Civil Registrar Office

41	Administrative Aide I (Utility Worker I)	16-18	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Disaster Risk Reduction and Management Office
42	Administrative Aide I (Utility Worker I)	16-19	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Disaster Risk Reduction and Management Office
43	Administrative Aide IV (Driver II)	16-15	04	12960	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Disaster Risk Reduction and Management Office
44	Administrative Aide IV (Driver II)	16-16	04	12960	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Disaster Risk Reduction and Management Office
45	Administrative Aide IV (Driver II)	10-12	04	12960	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Engineering Office
46	Administrative Aide I (Utility Worker I)	10-16	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Engineering Office
47	Administrative Aide I (Utility Worker I)	15-17	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office
48	Administrative Aide I (Utility Worker I)	15-22	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office
49	Administrative Aide I (Utility Worker I)	15-17	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office
50	Administrative Aide I (Utility Worker I)	15-23	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office

51	Administrative Aide I (Utility Worker I)	15-35	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office
52	Administrative Aide IV (Driver II)	15-41	04	12960	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Environment and Natural Resource Office
53	Administrative Aide I (Utility Worker I)	15-26	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Environment and Natural Resource Office
54	Administrative Aide I (Utility Worker I)	12-47	01	12034	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Health Office
55	Administrative Aide IV (Driver II)	12-36	04	14400	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Municipal Health Office
56	Administrative Aide VI (Electronics and Communications Equipment Technician I)	17-5	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Human Resource Management and Development Office
57	Administrative Aide I (Utility Worker I)	17-8	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Human Resource Management and Development Office
58	Administrative Aide II (Messenger)	17-10	02	11511	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Municipal Human Resource Management and Development Office
59	Administrative Aide I (Utility Worker I)	20-64	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise

60	Administrative Aide I (Utility Worker I)	20-52	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
61	Administrative Aide VI (Electronics and Communications Equipment Technician I)	20-7	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
62	Administrative Aide VI (Electronics and Communication Equipment Technician I)	20-8	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
63	Administrative Aide VI (Electronics and Communications Equipment Technician I)	20-25	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise
64	Administrative Aide I (Utility Worker I)	20-19	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Office of the Economic Enterprise

65	Administrative Aide VI (Electronics and Communications Equipment Technician I)	20-38	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	Office of the Economic Enterprise
66	Administrative Aide VI (Electronics and Communications Equipment Technician I)	20-55	06	14580	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	Office of the Economic Enterprise
67	Administrative Aide I (Utility Worker I)	20-33	01	10831	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	Office of the Economic Enterprise

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 22, 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.

***Regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status**
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


JOEL D. AROGANTE

MGDH-1/HRMO V

LGU Catarman

jl.delorino2020@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.