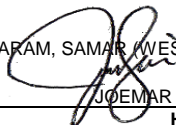


Republic of the Philippines
MGO DARAM, SAMAR (WESTERN)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



JOEMAR A. CAFRANCA
HRMO

Date: January 19, 2023

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	Local Legislative Staff Officer II	313-14	SG 13	23838	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level eligibility	N/A	Office of Sangguniang Bayan
2	Administrative Aide I (Utility Worker I)	331-2	SG 1	10014	Must be able to read and write	None required	None required	None required	N/A	Office of the Local Disaster Risk Reduction and Management Officer
3	Administrative Aide I (Utility Worker I)	331-3	SG 1	10014	Must be able to read and write	None required	None required	None required	N/A	Office of the Local Disaster Risk Reduction and Management Officer
4	Administrative Aide I (Utility Worker I)	331-4	SG 1	10014	Must be able to read and write	None required	None required	None required	N/A	Office of the Local Disaster Risk Reduction and Management Officer
5	Administrative Officer IV (HRMO II)	311-19	SG 15	28078	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level eligibility	N/A	Office of the Mayor
6	Administrative Aide IV (Budget Aide)	318-2	SG 4	11994	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level eligibility	N/A	Office of the Municipal Budget Officer

7	Administrative Assistant II (Bookkeeper)	317-2	SG 8	15198	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First Level eligibility	N/A	Office of the Municipal Accountant
8	Assessment Clerk I	316-2	SG 4	11994	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level eligibility	N/A	Office of the Assessor
9	Revenue Collection clerk II	315-2	SG 7	14319	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level eligibility	N/A	Office of the Treasurer
10	Revenue Collection clerk I	315-3	SG 5	12727	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level eligibility	N/A	Office of the Treasurer

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 February 03, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

 JOEMAR A. CAFRANCA
 HRMO
 Brgy. Pob. 01, Daram, Samar
 joemarcapranca@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.