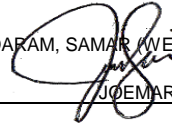


Republic of the Philippines  
**MGO DARAM, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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 20, 2023

| No. | Position Title<br>(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 (MC 11, s. 96 - Cat III)                    | 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 (MC 11, s. 96 - Cat III)                    | 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 (MC 11, s. 96 - Cat III)                    | 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 04, 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](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.
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 indigenious 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.**