

Republic of the Philippines
MGO DOLORES, 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 DOLORES, EASTERN SAMAR in the CSC website:

CRISELDA L. ROBEDIZO
HRMO III
Date: January 16, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Tourism Operations Officer II	1011-13	15	29295	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	1 year of work experience and involvement in the tourism industry either in the private sector or the government	4 hours of relevant training on tourism	Career Service (Professional) Second Level Eligibility	N/A	LGU-Dolores	
2	Midwife II	4411-5	11	27000	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	LGU-Dolores	
3	Engineer I	8751-3	12	23332	Bachelor's degree in engineering relevant to the job	None Required	None Required	RA 1080	N/A	LGU-Dolores	
4	Assessment Clerk II	1121-10	6	14042	Completion of 2 year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-Dolores	
5	Administrative Aide III (Driver I)	7611-8	3	11742	Elementary School graduate	None Required	None Required	Driver License (MC 11, S, 96-Cat II)	N/A	LGU-Dolores	
6	Administrative Aide III (Utility Worker II)	1061-3	3	11742	Must be able to read and write	None Required	None Required	None Required (MC 11, S, 96-Cat III)	N/A	LGU-Dolores	

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 31, 2024.

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 encourages all interested and qualified and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), 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:

CRISELDA L. ROBEDIZO
HRMO III
LGU-DOLORES
hrmo.dolores@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.