

Republic of the Philippines  
**MGO Dolores, Eastern Samar**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

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:

**JOSE VIRGILIO R. AYAD**  
MENRO/HRMO Designate

Date: 20-Jan-22

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	Social Welfare Officer I	7611-2	11	20,351.00	Bachelor's Degree in Social work	None Required	None Required	RA 1080 MC NO. 10, S. 1998		MSWDO
2	Midwife III	4411-4	13	23,838.40	Completion of Midwifery Course	8 hours of relevant training (preferably with BEMONC training)	2 years of relevant experience	RA 1080 Midwifery		Municipal Rural Health Unit
3	Administrative Aide VI (Clerk)	1011-3	6	13,501.60	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional ) First level eligibility		Mayor's office
4	Administrative Aide VI (Accounting Clerk II)	1081-2	6	13,502.00	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional ) First level eligibility		Municipal Accounting Office



5	Administrative Aide III	3-03-012-2	3	11,300.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility		Business Permit & Licensing Office (BPLO)
6	Administrative Aide III	1081-8	3	11,300.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility		Municipal Accounting Office
7	Administrative Aide VI (Electrician II)	1061-2	6	13,502.00	High School graduate of completion of relevant vocational/trade course	1 year of relevant experience	1 year of relevant experience	Electrician (Building Wiring) (MC -II, 96-CATS)		Municipal General Services Office (MGSO)
8	Revenue Collection Clerk II	1091-3	7	14,319.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional ) First level eligibility		Municipal Treasurer's Office

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 7, 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](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:

**JOSE VIRGILIO R. AYAD**  
 \_\_\_\_\_  
 MENRO/HRMO Designate  
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 Municipal Hall Bldg., Dolores, Eastern Samar  
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[ayadvirgilio@gmail.com](mailto:ayadvirgilio@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**