

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:

**SHONNY NIÑO R. CARPESO**

Head of Agency

Date:

03/22/21

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	Librarian II	1122-1	15	24,425.00	Bachelor's Degree in Library Science or Information Science in Education/Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Library
2	Midwife II	4411-8	11	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Health Office
3	Administrative Aide I (Utility Worker I)	1122-2	1	9,627.00	Must be able to read and write	None Required	None Required	None Required		Municipal Library
4	Administrative Aide III (Laborer II)	1061-5	3	10,858.00	High School Graduate	None Required	None Required	None Required		Municipal General Services Office
5	Administrative Aide III (Laborer II)	1061-6	3	10,858.00	High School Graduate	None Required	None Required	None Required		Municipal General Services Office
6	Administrative Aide III (Laborer II)	1061-8	3	10,858.00	High School Graduate	None Required	None Required	None Required		Municipal General Services 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 April 7, 2021.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Preferably a resident of Dolores, Eastern Samar.

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

**SHONNY NIÑO R. CARPESO**  
Municipal Mayor

thru: **ELDA P. ACUDESIN**  
Admin. Off. II/HRMO-Designate  
[acudesine84@gmail.com](mailto:acudesine84@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

