

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: 05/20/2021

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	Nurse I	4411-19	15	33,575.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Municipal Health Office
2	Local Assessment Operations Officer II	1121-5	15	26,860.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Assessor's Office
3	Municipal Government Department Head I/ Municipal Civil Registrar I)	1051-1	24	69,394.00	Bachelor's Degree	None Required	3 years experience in civil registry works	First grade or its equivalent		Municipal Civil Registrar's Office
4	Administrative Assistant III (Senior Bookkeeper)	1081-5	9	15,642.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting 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 June 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.