

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:

CRISELDA L. ROBEDIZO
OIC-HRMO
Date: December 11, 2023

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		
1	ADMINISTRATIVE AIDE III (CLERK I)	3-03-009-2	3	11742	COMPLETION OF TWO YEARS IN COLLEGE	NONE REQUIRED	NONE REQUIRED	Career Service Sub-Professional (First Level Eligibility)	N/A	LGU-DOLORES (MDRRMO)

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 December 26, 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;
 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
OIC-HRMO
LGUDOLORES
hrmo.dolores@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.