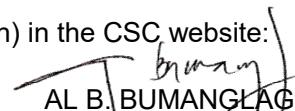


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO Gandara , Samar (Western) in the CSC website:


AL B. BUMANGLAG
HRMO III

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	Administrative Assistant IV (Bookbinder IV)	1081-15	10	18024	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	none required (MC II, s.96-cat.III)	n/a	Office of the Municipal Accountant
2	Administrative Assistant IV (Bookbinder IV)	1022-12	10	18024	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	none required (MC II, s.96-cat.III)	n/a	Office of the SB Secretary
3	Sanitation Inspector II	4411-16	8	15513	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility	n/a	Municipal Health 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 5, 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;
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:

AL B. BUMANGLAG

HRMO III

DUMALOONG, GANDARA, SAMAR

gandaralgu12345@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.