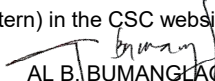


Republic of the Philippines  
**MGO GANDARA, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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: 01/26/22

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 Aide I (Utility Worker I)	1011-18	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Mayor
2	Administrative Aide I (Utility Worker I)	1011-19	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Mayor
3	Administrative Aide I (Utility Worker I)	1011-20	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Mayor
4	Administrative Aide I (Utility Worker I)	1011-21	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Mayor
5	Administrative Aide I (Utility Worker I)	1011-22	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Mayor
6	Heavy Equipment Operator II	1061-26	6	13770	High School Graduate or Completion of relevant vocational course	none required	none required	Heavy Equipment Operator (MCII, s.96-cat.I)		General Services Office
7	Computer Programmer III	1021-17	18	37129	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level eligibility		Office of the Vice Mayor
8	Administrative Aide VI (Clerk III)	1021-18	6	13770	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Vice Mayor

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 10, 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:

**AL B. BUMANGLAG**  
HRMO III  
DUMALOONG, GANDARA, SAMAR  
[gandaralgu12345@gmail.com](mailto:gandaralgu12345@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.