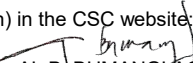


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: 01/27/22

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 VI (Utility Foreman)	1022-18	6	13770	Completion of two years studies in college	none required	none required	none required (MCII, s.96-cat.III)		Office of the Sangguniang Bayan Secretary
2	Revenue Collection Clerk II	1091-22	7	14602	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer Office
3	Revenue Collection Clerk II	1091-23	7	14602	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer Office
4	Senior Administrative Assistant II (Computer Operator IV)	1091-24	14	26179	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer Office
5	Administrative Aide I (Utility Worker I)	1091-25	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Municipal Treasurer Office
6	Administrative Aide I (Utility Worker I)	1091-26	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Municipal Treasurer Office
7	Administrative Aide IV (Driver II)	1091-27	4	12240	Elementary School Graduate	none required	none required	Professional Driver's License (CSC MC II, s.1996, as amended by MC10, s.2013-category IV)		Municipal Treasurer Office
8	Farm Worker II	8711-24	4	12240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Municipal Agriculture Office
9	Administrative Aide I (Laborer I)	8711-25	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Municipal Agriculture 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 11, 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.