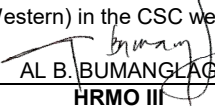


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: 03/03/22

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 II (Cash Clerk III)	1091-05	8	15513	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Municipal Treasurer Office
2	Administrative Aide IV (Storekeeper I)	1091-22	4	12240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Municipal Treasurer Office
3	Laboratory Aide II	4411-20	4	12240	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		Municipal Health Office
4	Administrative Aide IV (Clerk II)	1101-06	4	12240	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) / First Level Eligibility		Municipal Assessor Office
5	Administrative Aide I (Laborer I)	GWS-2019-L1	1	10229	Must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Gandara Water System Office
6	Administrative Assistant I (Computer Operator I)	1081-08	7	14602	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (Subprofessional) Data Encoder (MC II,s.96-Cat.I) / First Level Eligibility		Municipal Accountant Office
7	Construction and Maintenance Man	1061-06	2	10872	Elementary School Graduate	none required	none required	none required (MCII, s.96-cat.III)		General Services 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 March 18, 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.