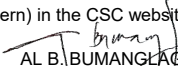


Republic of the Philippines
MGO GANDARA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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 VI (Utility Foreman)	1022-12	6	13770	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Vice Mayor
2	Municipal Government Assistant Department Head I	1081-14	22	58153	Bachelor's degree	120 hours of supervisory / management learning and development intervention undertaken within the last (5) years	3 years of relevant experience	Career Service (Professional) Second level eligibility	1. Building Collaborative, inclusive working relationship 2. Creating and Nurturing a high performing organization 3. Leading Change 4. Thinking Strategically and creatively 5. Managing performance and coaching for result	Office of the Municipal Accountant
3	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
4	Data Entry Machine Operator I	1041-06	6	13770	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Municipal Planning and Development Coordinator
5	Engineer II	8751-12	1	10229	Bachelors Degree in Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Municipal Engineer
6	Administrative Aide I (Laborer I)	8751-13	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Municipal Engineer
7	Administrative Aide I (Laborer I)	8751-14	1	10229	must be able to read and write	none required	none required	none required (MCII, s.96-cat.III)		Office of the Municipal Engineer

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;
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.