


Republic of the Philippines  
**MGO GUIUAN, EASTERN SAMAR**  
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 GUIUAN, EASTERN SAMAR in the CSC website:

  
**MARIA CHUA - ASEBIAS**  
**Administrative Officer IV (HRMO II)**

Date: February 13, 2024

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	Municipal Government Department Head I	146	24	76566	Bachelor's degree	Twenty four (24) hours of relevant training	Four (4) years in position/s involving management and supervision	Career Service Professional / Second Level Eligibility		Economic Enterprise Development and Management Services Office
2	Administrative Officer IV (Budge: Officer II)	144	15	31126	Bachelor's degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service Professional / Second Level Eligibility		Municipal Budget Office
3	Revenue Collection Clerk III	176	9	18029	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service Subprofessional / First Level Eligibility		Municipal Treasury Office
***nothing follows***										

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 28, 2024.

- 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.
- 5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

HON. ANNALIZA P. GONZALES - KWAN  
Municipal Mayor  
2nd Flr., Guiuan Municipal Hall Bldg.  
[guiuan\\_mayorsoffice@yahoo.com](mailto:guiuan_mayorsoffice@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**