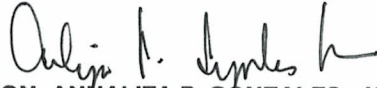


Republic of the Philippines  
**MGO GUIUAN, EASTERN SAMAR**  
Request for Publication of Vacant Positions

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:

  
**HON. ANNALIZA P. GONZALES - KWAN**  
Municipal Mayor

Date: January 11, 2023

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 (Municipal Assessor)	30	24	75149.00	Bachelor's degree	24 hours of training in management and supervision	Three (3) years in position/s involving management and supervision	RA 1080 (Real Estate Service)		Municipal Assessor's Office
2	Municipal Government Department Head I	123	24	75149.00	Bachelor's degree	24 hours of training in management and supervision	Three (3) years in position/s involving management and supervision	Career Service Professional / Second Level Eligibility		Guiuan Integrated Transport Terminal
3	Administrative Assistant I(Bookbinder III)	109	7	15214.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 2013, Cat. III)		Municipal Treasurer's 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 January 26, 2023.

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 Building  
[hr@guiuan.gov.ph](mailto:hr@guiuan.gov.ph)

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

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:

**HON. VERONICA C. RAMIREZ**

Municipal Vice Mayor

Date:

January 11, 2023

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	Local Legislative Staff Officer I	128	11	21623.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Sangguniang Bayan 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 January 20, 2023.

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. VERONICA C. RAMIREZ**

Municipal Vice Mayor

2nd Flr., Guiuan Municipal Hall, Legislative Bldg.

[hr@guiuan.gov.ph](mailto:hr@guiuan.gov.ph)

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