

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: April 23, 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	Tax Mapping Aide	180	4	13248	High school graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Assessor's Office
2	Administrative Aide II (Bookbinder I)	179	2	11746	Elementary school graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Assessor's Office
3	Administrative Aide I (Utility Worker I)	177	1	11050	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Assessor's Office
4	Administrative Aide I (Utility Worker I)	178	1	11050	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Assessor's Office
5	Administrative Aide I (Utility Worker I)	181	1	11050	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Accounting Office
6	Administrative Aide I (Utility Worker I)	182	1	11050	Must be able to read and write	None required	None required	None required (Mc 10, s. 2013 Cat. III)		MGO Guiuan - Municipal Accounting 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 May 8, 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;
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 Floor, Guiuan Municipal Hall Building
guiuan_mayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.