

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:

September 5, 2022

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	Tourism Operations Officer I	8	11	21623.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	Career Service (Professional) / Second Level Eligibility		Office of the Municipal Mayor
***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 September 20, 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](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.

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

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