Republic of the Philippines
MGO HERNANI, E. 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 HERNANI, E. SAMAR in the CSC website.

Date: July 14, 2023

EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)

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	Social Welfare Aide	24	4	10,910.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	n/a	Social Welfare Office- MGO Hernani, E. Samar

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 July 31, 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;
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 encourages all interested and qualified applicants and promotes equal opportunity to all men and women all levels of positions without discrimination regardless of age, gender, civil status, person of disability,(PWD), ethnicity, political affiliation, to include members of the indigenous community 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:

EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)
MGO Hernani, E. Samar
edil.macasojot@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.