

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:

EDILBERTO L. MACASOJOT  
Administrative Assistant II (HRMA)

Date: January 20, 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	Administrative Aide I	26	1	8,762.00	Must be able to read and write	none	none	not required	n/a	Municipal Agriculture Office-MGO Hernani, E. Samar
2	Administrative Aide I	27	1	8,762.00	Must be able to read and write	none	none	not required	n/a	Municipal Agriculture 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 February 6, 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 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](mailto:edil.macasojot@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.