

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: September 23, 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	Local Disaster Risk Reduction Management Officer II	23	SG 15	24,568.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/2nd Level Eligibility	n/a	Office of the Municipal Mayor/MDRRMO Division

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 October 8, 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;
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.