

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: November 25, 2021

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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Treasurer)	2	24	59,552.00	Holder of college degree preferably in Commerce, Public Administration or Law from a recognized college or university.	Non Required	Have aquired experience in treasury or accounting services for at least three (3) years	Relevant RA 1080	N/A	LGU Hernani-Municipal Treasurer's Office

We encourage qualified applicants should signify their interest in writing, regardless of age, sex, appearance, gender orientation, marital status, race, religion/ethnic belief and origin, disability and political affiliation. Attach the following documents to the application letter and send to the address below not later than December 10, 2021.

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.

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.