


Republic of the Philippines  
**MGO HINABANGAN, SAMAR (WESTERN)**  
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 HINABANGAN, SAMAR (WESTERN) in the CSC website:

  
**VIRGINIA B. CARDENAS**

HRMO

Date:

**June 2, 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	CO2-6-2019	9	14695	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96- Cat. I) First Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
2	Draftsman II	DM2-121-2020	8	13688	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	MC 10, s.2013- Cat.II	N/A	Office of the Municipal Engineer

The Local Government Unit of Hinabangan 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, persons 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) to apply and should signify their interest in writing.

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 **June 17, 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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**VIRGINIA B. CARDENAS**

*Supervising Administrative Officer (HRMO IV)*

*Brgy. Rawis, Hinabangan, Samar, 6713*

[virginiacardenas25@gmail.com](mailto:virginiacardenas25@gmail.com)

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