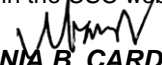


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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: August 22, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grad	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	<i>Municipal Civil Registrar</i>	<i>MCR-1-1993</i>	24	66308	<i>Bachelor's degree</i>	<i>None</i>	<i>3 years experience in civil registry work</i>	<i>First grade or its equivalent</i>	<i>>Building collaborative, inclusive working relationships (Advanced)</i> <i>>Managing performance and coaching for results (Advanced)</i> <i>>Leading Change (Advanced)</i> <i>>Thinking strategically and creatively (Advanced)</i> <i>>Creating and nurturing a high performing organization (Advanced)</i>	<i>Office of the Municipal Civil Registrar</i>

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 **September 06, 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 highly 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, person 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).*

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.