


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: September 07, 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	<i>Municipal Government Assistant Department Head I</i>	MGADH1-69-2010	22	52,472	<i>Bachelor's degree (Preferably in Accountancy)</i>	<i>16 hours of relevant training</i>	<i>Three (3) years of relevant experience</i>	<i>Career Service (Professional) Second Level Eligibility</i>	<i>&gt;Building collaborative, inclusive working relationships (Advanced)</i> <i>&gt;Managing performance and coaching for results (Advanced)</i> <i>&gt;Leading Change (Advanced)</i> <i>&gt;Thinking strategically and creatively (Advanced)</i> <i>&gt;Creating and nurturing a high performing organization (Advanced)</i>	<i>Office of the Municipal Budget Officer</i>

2	Administrative Aide VI (Clerk III)	ADA6-35-2014	6	12,658	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor
---	------------------------------------	--------------	---	--------	--	---------------	---------------	--	-----	-------------------------------

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 22, 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.

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 discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

**VIRGINIA B. CARDENAS**  
**Supervising Admin. Officer (HRMO IV)**  
**Brgy. Rawis, Hinabangan, Samar**  
[virginiacardenas25@gmail.com](mailto:virginiacardenas25@gmail.com)

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