

Republic of the Philippines
Municipal Government of Matuguinao

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 LGU - MATUGUINAO in the CSC website:


MATHILDA M. MORILLO
HRMO

Date: March 12, 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	Administrative Aide 1((Laborer I)	24-9	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat.III)		Office of the Municipal Mayor
2	Administrative Aide 1((Utility Worker I)	25 - 14	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat.III)		Office of the Municipal Mayor
3	Administrative Aide I (Laborer 1)	46 - 92	SG - 1	₱8,934.00	Must be able to read and write	None required	None required	None required (MC 11,s.96-Cat.III)		Office of the Sangguniang Bayan
4	Midwife II	76 - 59	SG -11	₱20,179.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Municipal Health Officer
	xxx nothing follows xxx									

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 March 27, 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:

MATHILDA M. MORILLO
HRMO
Ground Floor, Municipal Hall, Matuguinao, Samar
athildammorillo63@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.