

Republic of the Philippines
MGO MONDRAGON, NORTHERN 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 MONDRAGON, NORTHERN SAMAR in the CSC website:

NESTOR P. DONES JR.
Administrative Officer IV (HRMO II)

Date: January 13, 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	Day Care Worker I	1011-3	6	12960	High School Graduate	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	None	Office of the Municipal Mayor
2	Administrative Officer IV (Human Resource Management Officer II)	1011-10	15	26860	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	None	Office of the Municipal Mayor
3	Administrative Aide I (Laborer I)	1011-18	1	9627	Must be able to read and write	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	None	Office of the Municipal Mayor
4	Administrative Aide I (Utility Worker I)	1011-21	1	9627	Must be able to read and write	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	None	Office of the Municipal Mayor
5	Administrative Aide II (Bookbinder I)	1081-4	2	10232	Elementary School Graduate	None required	None required	No Eligibility (MC 10, s. 2013 Cat. III)	None	Office of the Municipal Accountant
6	Administrative Aide VI (Draftsman I)	8751-6	6	12960	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013 Cat. II)	None	Municipal Engineering Office
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We encourage all interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity and members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. 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 January 28, 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.

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

NESTOR P. DONES JR.
Administrative Officer IV (HRMO II)
Real St., Brgy. Eco, Mondragon, Northern Samar
lgumondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.