

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.
HR-Aide

Date: October 27, 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 IV (Draftsman I)	8751-6	6	12960	Completion of 2 years in College	None required	None Required	Career Service Sub- Professional (First Level Eligibility) Draftsman (MC 11, S. 96 - Cat. III		Office of the Municipal Engineer
2	Administrative Aide II (Bookbinder I)	1081-4	2	10232	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - Cat. III		Office of the Municipal Accountant
3										
4										
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10										

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) are invited to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 15, 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:

NESTOR P. DONES JR.

HR-Aide

Real St. Brgy. Eco, Mondragon, Northern Samar

LGUmondragon6417@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.