

Republic of the Philippines  
**MGO MOTIONG, 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 MOTIONG, SAMAR (WESTERN) in the CSC website:

  
KATHLYNN JOY B. DE GUIA  
HRMO

Date: February 28, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Senior Tourism Operations Officer	1011-15	18	33,902	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields (MC No. 4.s.2018)	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: 1.) Tourism Awareness and Capability Building Seminar for LGUs 2.) Seminar on Disaster Risk Reduction and Management 3.) Basic Tourism Statistics Training (BTST) 3.) Local Tourism Guidebook Orientation and; 4.) Seminar on Gender and Development Orientation (MC No. 4.s.2018)	2 years of work experience and involvement in the tourism industry either in the private sector or the government (MC No. 4.s.2018)	Career Service (Professional) Second Level Eligibility (MC No. 4.s.2018)	N/A	Office of the Mayor
2	Administrative Aide IV (Electrician I)	8751-4	4	11,864	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) MC 11.s.96-Cat. I)	N/A	Office of the 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 March 15, 2023.

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 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:

KATHLYNN JOY B. DE GUIA  
HRMO I  
Motiong, Samar  
[hrmomotiong@gmail.com](mailto:hrmomotiong@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.