

Republic of the Philippines  
**MGO ORAS, EASTERN 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 ORAS, EASTERN SAMAR in the CSC website:

  
ERIKA M. DULFO  
HRMO III

August 22, 2022

Date:

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	Administrative Aide I (Utility Worker I)	219	1	9627	must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office
2	Administrative Aide I (Utility Worker I)	220	1	9627	must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide I (Utility Worker I)	221	1	9627	must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office
4	Administrative Aide I (Utility Worker I)	222	1	9627	must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office
5	Administrative Aide I (Utility Worker I)	223	1	9627	must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office
6	Administrative Aide IV (Driver II)	218	4	11520	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, Cat.IV)	N/A	Mayor's Office
7										
8										
9										
10										

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 06, 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. The 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 w/ 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:

**HON. ROY C. ADOR**  
Municipal Mayor  
Oras, Eastern Samar

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