

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:

Date: January 02, 2024


ERIKAB GERENA
HRMO III

No.	Position Title (Parenthetical Title, if applicable)	Planilla 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)	224	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
2	Administrative Aide I (Utility Worker I)	225	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
3	Administrative Aide I (Utility Worker I)	226	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
4	Administrative Aide I (Utility Worker I)	227	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
5	Administrative Aide I (Utility Worker I)	228	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
6	Administrative Aide I (Utility Worker I)	229	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Engineer's Office	
7	Administrative Aide I (Utility Worker I)	230	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Engineer's Office	
8	Administrative Aide I (Utility Worker I)	231	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Engineer's Office	
9	Administrative Aide I (Utility Worker I)	232	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Engineer's Office	
10	Administrative Aide I (Utility Worker I)	233	1	10400	must be able to read and write	None Required	None Required	None Required	N/A	Municipal Engineer's Office	

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 17, 2024.

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 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.