


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

  
PATRICIA T. MARA  
HRMC designate

Date: 10/12/2021

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 Assistant V (Data Controller III)	28	11	14266	Completion of two years studies in college or High School Graduate with relevant vocation/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 - Cat I) First Level Eligibility		Office of the Municipal Accountant
2	Administrative Aide 1 (Utility Worker 1)	35	1	7416	Must be able to read & write	None Required	None Required	None required (MC 10,s. 2013-category III)		Office of the Municipal Treasurer

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 October 27, 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](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.

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

**HON. EDGAR C. TAN**

Municipal Mayor

LGU-Pagsanghan, Samar

[1971edgartan@gmail.com](mailto:1971edgartan@gmail.com)

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