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be in MS Excel format

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

  
JESUS B. ROYANDOYAN  
HRMO

Date: November 15, 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)	
3	Administrative Assistant II	1-24, 3-7, 9-3	8	15,513.00	Completion of 2 Years Studies in	Four (4) hours of relevant training	One (1) Year of relevant experience	Career Service (Sub- Professional)		Mayor's Office Treasurer's Office Admin. Office
3	Administrative Aide III (Laborer II)	1-35, 1-36, 4-5	3	11,536.00	Must be able to read and write	None Required	None Required	None Required		Mayor's Office Assessor's Office

1	Municipal Government Assistant Department Head I	10-1	22	68,415.00	Doctor of Medicine	120 Hours of Supervisory / Management Learning Development Intervention	3 Years of Supervisory / Management Experience	RA 1080	1. Building Collaborative, inclusive Working Relationship. 2. Leading Change 3. Creating and Nurturing a High Performing Organization 4. Managing Performance and Coaching for Results 5. Thinking Strategically and Creatively	Rural Health Unit
2	Agricultural Technologist	11-2, 11-4	10	18,024.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries	None Required	None Required	Relevant RA 1080		Agriculture Office
1	Social Welfare Assistant	13-2	8	15,513.00	Completion of 2 Years Studies in College	4 Hours of relevant training	1 Year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		MSWD 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 November 30, 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:

**JESUS B. ROYANDOYAN**

**Supervising Administrative Officer**

**LGU-Paranas**

[jess.royandoyan@gmail.com](mailto:jess.royandoyan@gmail.com)

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



