

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

Atty. MELCHOR L. MERGAL

Municipal Mayor

Date:

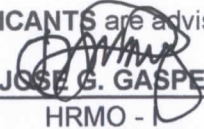
14-Apr-21

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 Aide VI (Store Keeper II)	2020-01	6	11340	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
2	Information Systems Analyst II	2020-02	16	25640	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant to the job	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar

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 April 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;
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:


JOSE G. GASPE

HRMO - I

Brgy. 03 Purisima St. Pob. Salcedo E. Samar

hrmo@salcedoeasternsamar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.