

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: 16-Jul-21

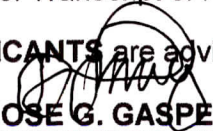
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Tourism Operations Officer - I	2017-01	11	16714	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
2	Administrative Aide IV (Clerk II)	2017-02	4	10080	Completion of two (2) 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
3	Administrative Aide I (Utility Worker I)	2021-01	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
4	Administrative Aide I (Utility Worker I)	2021-02	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
5	Administrative Aide I (Utility Worker I)	2021-03	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
6	Administrative Aide I (Utility Worker I)	2021-04	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Mayor, LGU-Salcedo E. Samar
7	Administrative Aide I (Utility Worker I)	2021-09	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Budget, LGU-Salcedo E. Samar
8	Revenue Collection Clerk III	15-B	9	13715	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub- professional) First Level Eligibility	N/A	Office of the Municipal Treasurer, LGU-Salcedo E. Samar
9	Administrative Aide I (Utility Worker I)	2021-10	1	8424	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Treasurer, LGU-Salcedo E. Samar

10	Revenue Collection Clerk I	15	5	10693	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Office of the Municipal Treasurer, LGU-Salcedo E. Samar
11	Assessment Clerk - I	30	4	10080	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Office of the Municipal Assessor, LGU-Salcedo E. Samar
12	Social Welfare Aide	2021-05	4	10080	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Social Welfare and Development, LGU-Salcedo E. Samar
13	Administrative Assistant I (Computer Operator I)	2021-06	7	12025	Completion of two (2) years studies in college or High School graduate with relevant vocation/trade course	None Required	None Required	Career Service (Sub-professional) Data Encoder (MC 11, s. 96 - CAT. III) First Level Eligibility	N/A	Office of the Municipal Social Welfare and Development, LGU-Salcedo E. Samar
14	Administrative Aide IV (Driver II)	2021-07	4	10080	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - CAT. III)	N/A	Office of the Municipal Environment and Natural Resources, LGU-Salcedo E. Samar
15	Administrative Assistant II (Clerk IV)	2021-08	8	12776	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-professional) First Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources, 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 August 04, 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. Salcedo E. Samar

hrmo@salcedoeasternsamar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.