

Republic of the Philippines  
**MGO SAN JOSE, NORTHERN 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 SAN JOSE, NORTHERN SAMAR in the CSC website:

*Erinda*  
**ERLINDA P. APELO**

**HRMO**

Date: **March 6, 2023**

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 II (Data Controller II)	1021-6	8	13,821.00	Completion of two years studies in college or High School Graduate	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility/Data Encoder Eligibility	N/A	Office of the SB Secretary
<b>NOTHING FOLLOWS</b>										

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 March 21, 2023.

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.
5. The Agency encourages interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

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

*Erinda*  
**ERLINDA P. APELO**  
HRMO II  
MGO-SAN JOSE, NORTHERN SAMAR  
[erinda@hrmo23@gmail.com](mailto:erinda@hrmo23@gmail.com)

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