

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

CORNELIETA S. LABASBAS  
HRMO

Date: April 21, 2022

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 Aide III (Driver I)	1061-03	3	10594	Elementary School Graduate	None required	None Required	Professional Driver's License (MC 11, s. 1996 as amended by MC 10, s. 2013 - Category IV)	none	Municipal General Service Office
4	Administrative Aide III (Driver I)	1061-04	3	10594	Elementary School Graduate	None required	None Required	Professional Driver's License (MC 11, s. 1996 as amended by MC 10, s. 2013 Category IV)	none	Municipal General Service Office
5	Watchman I	1061-07	2	9979	Elementary School Graduate	None required	None Required	none required (MC 11, s. 1996 as amended by MC No. 10, s. 2013 Category II)	none	Municipal General Service Office
15	Administrative Aide IV (Mechanic I)	8731-04	4	11245	High School Graduate or Completion of relevant vocational/trade school	None required	None required	Mechanic (Automotive Servicing) (MC 11, s. 1996 as amended by MC 10, s. 2013, Cat. II)	none	Municipal Environment & Natural Resources Office
16	Administrative Aide III (Driver I)	8731-05	3	10594	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 as amended by MC 10, s. 2013 Category IV)	none	Municipal Environment & Natural Resources Office

The LGU San Isidro encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply. 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 May 6, 2022:

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:

FERDINAND C. AVILA  
MUNICIPAL MAYOR  
MGO SAN ISIDRO, NORTHERN SAMAR  
hmgolgasanisidro1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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*[Signature]*  
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							Experience	None Required			
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2	Administrative Aide III (Driver I)	1061-04	3	10594	Elementary School Graduate	None required	None Required	None Required	Professional Driver's License (MC 11, s. 1996 as amended by MC 10, s. 2013 Category IV)	none	Municipal General Services Office
3	Watchman I	1061-07	2	9979	Elementary School Graduate	None required	None Required	none	none required (MC 11, s. 1996 as amended by MC No. 10, s. 2013 Category III)	none	Municipal Environment & Natural Resources Office
4	Administrative Aide IV (Mechanic I)	8731-04	4	11245	High School Graduate or Completion of relevant vocational/trade school	None required	None required	None required	Mechanic (Automotive Servicing) (MC 11, s. 1996 as amended by MC 10, s. 2013, Cat. II) Professional Driver's License (MC 11, s. 1996 as amended by MC 10, s. 2013 Category IV)	none	Municipal Environment & Natural Resources Office
5	Administrative Aide III (Driver I)	8731-05	3	10594	Elementary School Graduate	None required	None required	None required	Professional Driver's License (MC 10, s. 2013 Category IV)	none	Natural Resources Office

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