

Republic of the Philippines
MGO SAN ISIDRO, NORTHERN SAMAR
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 web site:


CORNELIETA S. LABASBAS
 HRMO
 Date: September 9, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Human Resource Management Assistant)	1011-12	8	14249	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First Level Eligibility	None	Office of the Municipal Mayor
2	Administrative Aide IV (Bookbinder II)	1011-15	4	11245	Elementary School Graduate	None required	None required	None required (MC No. 11, s. 1996 as amended by MC No. 10, s. 2013 - Category III)	None	Office of the Municipal Mayor
3	Local Risk Reduction and Management Assistant	1011-23	8	14249	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) First Level Eligibility	None	Office of the Municipal Mayor
4	Revenue Collection Clerk I	1091-09	5	11932	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility	None	Office of the Municipal Treasurer

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 September 24, 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;
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 LGU San Isidro 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:

FERDINAND C. AVILA
MUNICIPAL MAYOR
MGO SAN ISIDRO, NORTHERN SAMAR
hrmofgusanisidro1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The following information is provided for your information. The information is for informational purposes only and does not constitute an offer of insurance. The information is subject to change without notice.

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