

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: 11/11/2021

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	MGDH I (General Services Officer)	128	24	65057	College degree on Public Administration, Business Administration and Management*	None	3 years experience in general services, including management supply, property, solid waste disposal, and general sanitation*	Career Service (Professional) Second Level Eligibility	none	Mun. General Service Office
2	SOCIAL WELFARE OFFICER II	129	15	25181	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Social Worker)	none	Mun. Social Welfare & Dev't. Office
3	WATCHMAN I	11	2	9593	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	none	Office of the Mayor
4	ACCOUNTANT I	57	12	19539	Bachelor's degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	none	Municipal Accounting Office

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 November 28, 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:

CORNELIETA S. LABASBAS
ADMINISTRATIVE OFFICER IV (HRMO II)
MGO SAN ISIDRO, NORTHERN SAMAR
hrmolgusanisidro1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.