

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:

E. Apelo

ERLINDA P. APELO
HRMO

Date: _____ 14-Jan-22

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 IV (Bookbinder IV)	1011-4	10	14,844.00	Elementary School Graduate	8 Hours of relevant training	2 year of relevant experience	None Required (MC 11, s. 96, as amended by CSC MC 10,s 2013-Cat. III)	N/A	Office of the Municipal Mayor
2	***Nothing follows***									
3										

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 January 29, 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.

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

E. Apelo

ERLINDA P. APELO

HRMO II

MGO San Jose, N. Samar

baby_apelo@yahoo.com