

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 filed, at the MGO SAN JOSE, NORTHERN SAMAR in the CSC website:

*Erlando*  
ERLINDA P. APELO  
HRMO

Date: January 15, 2024

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	Municipal Government Department Head I (Municipal Budget Officer I)	1050	24	63,055.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related courses	None required	3 years of experience in government, budgeting or any related field	First grade or its equivalent	N/A	Office of the Municipal Budget
NOTHING FOLLOWS										

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 30, 2024.

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:

*Erlando*  
ERLINDA P. APELO  
HRMO II  
MGO-SAN JOSE, NORTHERN SAMAR

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