

Republic of the Philippines  
**MGO SAN JOSE DE BUAN, SAMAR (WESTERN)**  
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 DE BUAN, SAMAR (WESTERN) in the CSC website:

  
NIÑO D. REBATO  
**HRMO**

Date: February 6, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experien ce	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Mechanic II)	9-4	6	12,658.00	High School Graduate or Completion of relevant vocational/trade courses	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) (MC 10 s 2013, Category II)	N/A	Municipal Engineering Office
2	Administrative Aide IV (Clerk II)	1-7	4	11,245.00	Two (2) years studies in college	None Required	None Required	Career Service Sub- Professional, 1st level eligibility	N/A	Mayors Office
3	Administrative Aide IV (Clerk II)	1-8	4	11,245.00	Two (2) years studies in college	None Required	None Required	Career Service Sub- Professional, 1st level eligibility	N/A	Mayors Office
4	Administrative Aide IV (Clerk II)	1-23	4	11,245.00	Two (2) years studies in college	None Required	None Required	Career Service Sub- Professional, 1st level eligibility	N/A	Mayors Office (HRMO)

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 February 21, 2023.

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. This office highly encourages all interested applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**NIÑO D. REBATO**

HRMO IV

Municipal Compound, Brgy. 2, San

Jose de Buan, Samar

[sanjosedebuanofficial@gmail.com](mailto:sanjosedebuanofficial@gmail.com)

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