

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. Apele
ERLINDA P. APELO

HRMO

Date: January 13, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Data Controller II)	1021-6	8	13,299.00	Completion of two years studies in College or High School Graduate	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional /First Level Eligibility/Data Encoder Eligibility	N/A	Sangguniang Bayan Office
2	Municipal Agricultural Officer	8711-1	20	39,059.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture's Office
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 28, 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;
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:

E. Apele
ERLINDA P. APELO

HRMO II

MGO-SAN JOSE, NORTHERN SAMAR

lgusanjosenorthernssamar@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.