

Republic of the Philippines  
**MGO SAN POLICARPO, EASTERN 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 POLICARPO, EASTERN SAMAR in the CSC website:

*mg*  
*Quin*  
REYNALDO L. ORISA  
MGDH I (HRMO)

Date: 14-Nov-23

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I (Motorpool Supervisor I)	2022-01	7	12,529	Completion of two-year studies in college	None required	None required	Relevant MC 11s. 1996 Career Service (Sub-Professional) First Level Eligibility		LGU, San Policarpo, Eastern Samar
2	Administrative Assistant I (Computer Operator I)	2022-10	7	12,529	Completion of two-year studies in college or High school Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11s. 1996 Career Service (Sub-Professional) First Level Eligibility		LGU, San Policarpo, Eastern Samar
3	Civil Defense Assistant	46-1	8	13,299	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		LGU, San Policarpo, Eastern Samar



5. This office highly encourages all interested and qualified 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 the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**REYNALDO L. ORISA**

MGDH I (HRMO)

LGU, San Policarpo, Eastern Samar

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

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