

Republic of the Philippines  
**MGO SANTA MARGARITA, 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 SANTA MARGARITA, SAMAR (WESTERN) in the CSC website:

  
**HAZEL E. CAMARINES**  
HRMO

Date: January 9, 2023

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 Social Welfare & Development Officer)	MSWDO-2021	24	67,559.00	Bachelor's Degree in Social Work	None required	3 years acquired experience in the practice of social work	RA 1080 (Social Worker)	Must be a citizen of the Philippines, a <b>RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED</b> and of good moral character	Municipal Social Welfare Development Office (MSWDO)
2	Municipal Government Department Head I (Municipal Agriculturist I)	MAG-2021	24	67,559.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	3 years acquired experience in agriculture or in a related fields	Relevant RA 1080	Must be a citizen of the Philippines, a <b>RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED</b> and of good moral character	Municipal Agriculture Office
3	Local Disaster Risk Reduction and Management Officer I	LDRRMO1-2022	11	20,250.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Disaster Risk Reduction Office (MDRRMO)
4	Nutrition Officer I	NUTO1-2021	10	17,382.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor

5	Administrative Aide IV (Budgeting Aide)	AAIVBA-2018	4	11,690.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	Municipal Budget Office
6	Assessment Clerk I	ACI-2018	4	11,690.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	Municipal Assessor's Office
7	Administrative Aide I (Utility Worker I)	AAIUW-MO2018-02	1	9,750.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
<b>xxx-----NOTHING FOLLOWS----- xxx</b>										

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 25, 2023**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attach a duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph). The PDS must be subscribed and sworn to before a Notary Public;
2. Performance rating in the last rating period (if applicable) preceding this publication or any of its equivalent for external applicants (If applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
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, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE) . , person with must inform the Municipal Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.

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

**FELIX R. PANGANORON**

MUNICIPAL MAYOR

LGU-Sta. Margarita, Samar

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

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