

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: February 23, 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 Assessor)	MASSR-2018	24	67,559.00	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	None required	3 years of experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)		Municipal Assessor's Office

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 **March 11, 2024**.

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);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Applicants must be a resident of the municipality of Sta. Margarita, Samar; and
6. 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 disability 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

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

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