

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
Province of Samar
Municipality of Sta. Margarita
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 Municipal Government of Sta. Margarita, Samar in the CSC website:


HAZEL E. CAMARINES
Administrative Officer IV/HRMO II
Date:

January 18, 2021

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	Revenue Collection Clerk I	RCCI-2018-02	5	10,981.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility		Municipal Treasurer's Office
2	Administrative Assistant III (Senior Bookkeeper)	AAIISB-2018	9	14,088.00	Completion of two years studies in College	4 hrs of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility		Municipal Accounting Office
3	Computer File Librarian II	CFLII-2018	10	15,164.00	Bachelor's degree	None Required	None Required	Career Service Professional/ 2nd Level Eligibility		Municipal Mayor's Office

We encourage all interested and qualified applicants regardless of age, religion, disability, ethnicity, political affiliation and sexual/gender orientation to apply & should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **February 3, 2021.**

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.

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

GEMMA P. ZOSA
Municipal Mayor
LGU-Sta. Margarita, Samar

or thru

HAZEL E. CAMARINES
Administrative Officer IV (HRMO II)
Human Resource Management Office, LGU-Sta. Margarita, Samar
lgusmhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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4	Administrative Aide III (Clerk I)	AAIII CLRK- SBO2018	3	9,764.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility		Office of the Sannguniang Bayan

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SIMPLICIO D. GALIBO, JR.

Vice Mayor

LGU-Sta. Margarita, Samar

or thru

HAZEL E. CAMARINES

Administrative Officer IV (HRMO II)

Human Resource Mgmt. Office, LGU-Sta.

lgusmhrmo@gmail.com

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