

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
Administrative Officer IV/HRMO II

Date: August 10, 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	Administrative Aide II (Bookbinder I)	AAIIBBI- SBO2021	2	9,207.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- cat. III)		SBO
2	Local Legislative Staff Employee I (Messenger)	LLSE-M- SB02021	2	9,207.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- cat. III)		SBO
3	Local Legislative Staff Employee I (Utility Worker)	LLSE-UTW- SBO2021	2	9,207.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- cat. III)		SBO

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 August 25, 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:

SIMPLICIO D. GALIBO, JR.
Vice Mayor
LGU-Sta. Margarita, Samar

or

HAZEL E. CAMARINES
AO IV (HRMO II)
LGU-Sta. Margarita, Samar
lgusmhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.