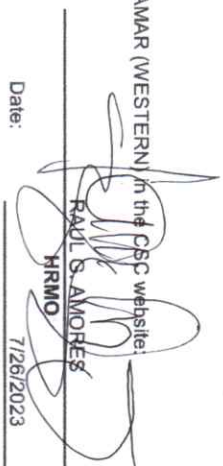


Republic of the Philippines
MGO SANTA RITA, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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 RITA, SAMAR (WESTERN) in the CSC website:

Date: 7/26/2023


RAUL S. AMORES
HRMO

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 VI (CLERK III)	MO(3)	SG-06	13,502.00	Completion of two (2) years studies in college.	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/First level Eligibility	Computer Servicing	Mayor's Office
2	MUNICIPAL TREASURER	MTO(1)	SG-24	70,728.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 years in Treasury or Accounting service	Career Service Professional/First level Eligibility or its equivalent	BCLTE	Municipal Treasurer's Office
3	REVENUE COLLECTION CLERK I	MTO(7)	SG-05	12,727.00	Completion of two (2) years studies in college.	None Required	None Required	Career Service Sub-Professional/First level Eligibility	Not Applicable	Municipal Treasurer's Office
4	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	MASSO(4)	SG-01	10,400.00	None Required	None Required	None Required	None Required	Not Applicable	Municipal Assessor's Office
5	ADMINISTRATIVE AIDE IV (CLERK II)	MEQ(6)	SG-04	11,994.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Sub-Professional/First level Eligibility	MS Word and Excel Operation	Municipal Engineer's Office
6	ADMINISTRATIVE AIDE IV (CLERK II)	MPDO(2)	SG-04	11,994.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Sub-Professional/First level Eligibility	MS Word and Excel Operation	Municipal Planning & Development Office
7	COMPUTER MAINTENANCE TECHNOLOGIST III	MPDO(4)	SG-17	33,206.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second level Eligibility	Computer Software Management and Development	Municipal Planning & Development Office
8	LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER II	DRRM(7)	SG-15	28,078.00	Bachelor's Degree	1 year of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/Second level Eligibility	Search, Rescue and Basic Life Support	Local Disaster Risk Reduction Management Office
9										
10										

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 14, 2023**.

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.

5. The Local Government Unit of Santa Rita promotes 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 member of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

RAUL G. AMORES

MGDH/HRMO

Human Resource Management Office, Sta. Rita, Samar

hrmo.janstarita@gmail.com