

Republic of the Philippines
MGO TAFT, EASTERN SAMAR
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 TAFT, EASTERN SAMAR in the CSC website:

JESSICA D. ELLE
HRMO

Date:

January 30, 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	Administrative Aide I (Utility Worker I)	1.13.20	1/1	9,750	Must be Able to Read and Write	None Required	None Required	None Required	N/A	General Services Office
2	Administrative Aide I (Utility Worker I)	1.13.11	1/1	9,750	Must be Able to Read and Write	None Required	None Required	None Required	N/A	General Services Office
3	Administrative Aide IV (Driver)	1.1.20	4/1	11,690.00	High School Graduate or completion of relevant vocation/trade course	None Required	1 year demonstrated ability in driving, maintenance, and trouble shooting of motor vehicles	Valid Professional Driver's License Restriction 1-5 (MC 11, s.1996, Category IV)	N/A	Mayor's Office
4	Midwife II	1.10.5	11/1	27,000.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Municipal Health Office
5										
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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 February 17, 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. 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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

JESSICA D. ELLE
HRMO I
Municipal Bldg. Brgy. 2 Taft, E. Samar
jesstak76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.