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

## Republic of the Philippines MGO TAFT, EASTERN SAMAR

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

vve nereby request the publication of the following	vacant positions, which are authorized to be filled, at the MG	JIAFI, EASTERN SAMAR IN THE USC
website:		A

JESSICA D. ELLE

HRMO

Date: February 19, 2024

No.	Position Title		Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
	(Parenthetical Title, if applicable)	Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Assistant Registration Officer	1.14.2	8/1	14,808.00	Completion of Two-Year Studies on College	4 Hours of relevant training	1 year relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Local Civil Registration Office
2	Assessment Clerk II	1.8.3	6/1	13,164	Completion of Two-Year Studies on College	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	N/A	Municipal Assessor's Office
3										
4										
5										
6										
7										
8										
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 March 6, 2024.

- 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 affliation to include members of the indiginous 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

jesstaft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.