CS Form No. 9
Series of 2018

Republic of the Philippines
MGO TAGAPUL-AN, 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 TAGAPUL-AN, SAMAR (WESTERN) in the CSC website:

EDISON ERVIN C. MANDREZA
MBO/HRMO-Designate

Date: March 11, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Utility Foreman)	29	6	116,352.00	elementary school graduate	4 hours of relevant training	1 year of relevant experience	none required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Treasurer
2	Administrative Aide I (Utility Worker I)	32	1	83,844.00	must be able to read and write	none required	none required	none required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Treasurer
3	Administrative Aide IV (Bookbinder II)	55	4	102,108.00	elementary school graduate	none required	none required	none required (MC 10, s. 2013 - Cat. III)		Office of the Mun. Social Welfare and Development
	(nothing follows)									

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 29, 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 present position for one (1) year (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:

EDISON EVIN C. MANDREZA
MBO/HRMO-Designate
MGO TAGAPUL-AN, SAMAR (WESTERN)
edisonervinmandreza@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.