


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 EVIN C. MANDREZA  
MBO/HRMO-Designate

Date: May 12, 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 IV (Bookbinder II)	35	4	102,108.00	elementary school graduate	none required	none required	none required (MC 10, s. 2013 - Cat. III)		Office of the Municipal Assessor
2	Administrative Aide VI (Utility Foreman)	54	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 Social Welfare and Development
3	(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 **May 28, 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](http://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](mailto:edisonervinmandreza@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**