

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: October 25, 2021

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|--------------------|------------------------|----------------|-------------------------|------------------------------|-------------------------------|---------------------------|----------------------------|---------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Officer IV (Human Resource Management Officer II) | 26 | 15 | 19,296.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional/2nd level | | Office of the Municipal Administrator |
| | (nothing follows) | | | | | | | | | |
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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 **November 9, 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.