

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: August 25, 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)	none required	Office of the Municipal Assessor
	(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 **September 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](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.**