



Republic of the Philippines
MGO TARANGNAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO TARANGNAN, SAMAR (WESTERN) in the CSC website:


ALICIA R. PINO
HRMO - Designate

Date: May 31, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	1011-5	4	₱11,245.00	Completion of Two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility	N/A	Mayor's Office
2	Human Resource Management Officer II	1011-4	15	₱26,323.00	Bachelor's Degree	4 hours of relevant Training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Mayor's Office
3	Administrative Assistant IV (Computer Operator III)	1011-14	12	₱20,706.00	Completion of Two years studies in College	8 hours of relevant Training	2 years of relevant experience	Career Service (Sub Professional) or First Level Eligibility Data Encoder MC II, S.1996-Cat)	N/A	Mayor's Office
4	Environmental Management Specialist I	1011-15	11	₱19,079.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Mayor's Office

5	Administrative Assistant II (Property Custodian)	1011-16	8	₱14,249.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First level Eligibility	N/A	Mayor's Office
6	Administrative Aide II (Bookbinder I)	1011-17	2	₱9,979.00	Must be able to read and write Elementary School/ Grade	None Required	None Required	None Required	N/A	Mayor's Office
7	Administrative Aide I (Utility)	4411-12	2	₱12,517.00	Must be able to read and write Elementary School/ Grade	None Required	None Required	None	N/A	Municipal Health Office
8	Administrative Assistant II (Data Controller)	1091-2	8	₱14,249.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
9	Revenue Collection Clerk II	1091-4	7	₱13,424.00	Completion of Two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
10	Administrative Aide VI (Clerk III)	8711-3	6	₱12,658.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility/ Relevant MC II, S, 1996	N/A	Municipal Agriculture Office
11	Municipal Government Department Head I (Municipal Agriculturist)	8711-2	24	₱66,308.00	Bachelor's Degree in Agriculture or allied altered courses such as Agricultural Engineering, Fisheries Technology and Veterenary Medicine	None Required	3 years acquired experience in Agriculture or in a related field	Relevant RA 1080	1. Leading change; 2. Thinking Strategically and Creatively; 3. Managing Performance and Coaching for Result; 4. Building Collaborative, Inclusive Working Relationship; and 5. Creating and Nurturing a High Performing Organization	Municipal Agriculture Office

12	Administrative Aide VI (Utility Foreman)	8711-8	6	₱12,658.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility/ Relevant MC II, S, 1996	N/A	Municipal Agriculture Office
13	Social Welfare Officer II	7611-1	15	₱26,323.00	Bachelor's Degree relevant to the job	4 hours of relevant Training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Social Welfare and Development Office
14	Project Development Officer II	7611-3	15	₱26,323.00	Bachelor's Degree relevant to the job	4 hours of relevant Training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Social Welfare and Development Office
15	Administrative Aide VI (Clerk III)	7611-6	6	₱12,658.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility/ Relevant MC II, S, 1996	N/A	Municipal Social Welfare and Development Office
16	Administrative Assistant II (Data Controller II)	1081-5	8	₱14,249.00	Completion of Two years studies in College	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility/ Relevant MC II, S, 1996	N/A	Accounting Office
17	Registrar I	1501-1	11	₱19,079.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Civil Registrar's Office
18	Administrative Aide II (Bookbinder I)	1041-2	2	₱9,979.00	Must be able to read and write Elementary School/ Grade	None Required	None Required	None Required	N/A	Municipal Planning and Development Office

19	Administrative Aide II (Bookbinder I)	1041-3	2	₱9,979.00	Must be able to read and write Elementary School/ Grade	None Required	None Required	None Required	N/A	Municipal Planning and Development Office
20	Local Legislative Staff Officer I	1022-2	11	₱19,079.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Sanggunian Bayan

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 **June15, 2022**.

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 encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous 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:

ALICIA R. PINO

HRMO - Designate

Tarangnan, Samar

lgu.tarangnan1884@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.