

Republic of the Philippines
MGO ZUMARRAGA, 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 ZUMARRAGA, SAMAR (WESTERN) in the CSC website:


JOAN G. ASTORGA
HRMO

Date: January 5, 2024

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|----------------------------------|---------------|---------------|--|---------------------------------------|----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency applicable (if applicable) | |
| 1 | Administrative Aide-II (Messenger) | 1011-08 | 2 | 9,673.00 | Elementary School Graduate | None Required | None Required | None Required (MC 11, S. 96- CAT. III) | | Office of the Municipal Assessor |
| | | | | | x-x- Nothing Follows -x-x | | | | | |
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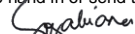
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 20, 2024.

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. The Local Government Unit of Zumarraga highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include member of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

For Person with Disability (PWD) applicant should you need any assistance, please notify the HR office prior to your schedule date of exam and interview.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


JOAN G. ASTORGA
HRMO
Zumarraga, Samar
Ghabz_gabiana@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.