

Republic of the Philippines
MGO CAN-AVID, EASTERN SAMAR
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 CAN-AVID, EASTERN SAMAR in the CSC website

Date

24-Jan-24

HUBERT R. JAVA
MGDHH HRM Officer

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Senior Bookkeeper)	40-b	9	21,211.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional First Level Eligibility		Office of the Municipal Accountant
2	Local Legislative Staff Officer II	18	13	31,320.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional, Second Level Eligibility		Office of the Sangguniang 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 February 9, 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. This office 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 and civil status person with disability (PWD), religion, 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:

HUBERT R. JAVA
MGDHH HRM Officer
Municipal Government of Can-avid
upicanavidh/mo2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.