

Republic of the Philippines  
**MGO MAPANAS, NORTHERN 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 MAPANAS, NORTHERN SAMAR in the CSC website:

  
\_\_\_\_\_  
AVELINO C. LAODENIO  
SAO

Date: 04/05/2024

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 (if applicable)	
1	Administrative Assistant I (Computer Operator I)	3	7	13034	Completion of two years studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11.s. 96-Cat. I) First Level Eligibility	N/A	LGU- Mapanas

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 April 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records
5. This office highly encourages all interested and qualified applicants and promote equal employment opportunity to all men and women at all levels of position w/out discrimination regardless of age, gender, civil status, person w/ 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:

\_\_\_\_\_  
AVELINO C. LAODENIO  
SAO  
\_\_\_\_\_  
Brgy. Del Norte, Mapanas, N. Samar  
\_\_\_\_\_  
[avelinoclaodeno@yahoo.com](mailto:avelinoclaodeno@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**