

Republic of the Philippines  
**MGO SAN JULIAN, EASTERN SAMAR**  
 Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SAN JULIAN, EASTERN SAMAR in the CSC website:

*Meryl P. Deratas*  
**MERLYN P. DERATAS**  
 HRMO

Date: January 26, 2024

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		
Tourism Operations Officer I	7-h	11	18900	Bachelor's degree in Tourism, Business Law, Economics, Marketing, Public Administration or other related fields	None Required	None Required	Career Service (Professional)/Second Level Eligibility	Office of the Municipal Mayor
Labor and Employment Officer I	7-i	11	18900	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and or allied fields	None Required	None Required	Career Service (Professional)/Second Level Eligibility	Office of the Municipal Mayor
Municipal Government Department Head I (Municipal Treasurer)	23	24	63055	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	3 years of experience in treasury or accounting service	Career Service Professional/Second Level Eligibility	Office of the Municipal Treasurer

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 10, 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; and
4. Photocopy of Transcript of Records.
5. The 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, 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:

**MERLYN P. DERATAS**  
 HRMO III  
 LGU-San Julian, Eastern Samar  
[gsanjulian@yahoo.com](mailto:gsanjulian@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.