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

Republic of the Philippines

MGO LAVEZARES, 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 LAVEZARES, NORTHERN SAMAR in the CSC website

VENUS A. ADRIATICO

HRMO IV

Date:

May 09, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Officer IV	7611-7.1	15	27,464.00	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
2	Administrative Aide II (Bookbinder I)	1051-5	2	10,364.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III as amended by MC 10, s. 2013 - Cat III)	N/A	Office of the Municipal Civil Registrar
3	Administrative Assistant IV (Bookbinder IV)	1011-7	10	17,382.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96 - Cat III as amended by MC 10, s. 2013 - Cat III)	N/A	Office of the Mayor
4	Local Assessment Operations Officer I	1101-4	11	20,250.00	Bachelor's Degree	None Required	None Required	Career Service Professional/Second Level Eligibility	N/A	Office of the Municipal Assessor
5	"Nothing Follows"									

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 May 24, 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, 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).

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

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

EDITO B. SALUDAGA
MUNICIPAL MAYOR
LGU Lavezares, Northern Samar
lavezareslqu@qmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.