

Republic of the Philippines
LGU-ALLEN, 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
in the CSC Website.

LGU-ALLEN NORTHERN SAMAR


MA. BELLA F. GARDOQUE
HRMO

Date: January 24, 2022

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 Aide III (Driver I)	39	3	9113	Elementary School Graduate	None required	None required	Professional Driver's License		Municipal Budget Office

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 08, 2022.

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.

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

MA. BELLA F. GARDOQUE

MGDH / HRMO

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

EEOP Statement:

This Office highly encourage all interested and qualified applicants including physically-challenged people, members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.