

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

  
for **MA. BELLA F. GARDOQUE**  
HRMO

Date: November 14, 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	Assistant Municipal Treasurer	49	22	47891	College degree preferably in commerce, public administration or law from a recognized college or university	None required	3years of experience in treasury or accounting service	Career Service Professional / 2nd Level Eligibility		Municipal Treasurer's Office
2	Revenue Collection Clerk I	58	5	10693	Completion of two (2) years studies in College	None required	None required	Career Service Sub-Professional / 1st Level Eligibility		Municipal Treasurer's 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 November 29, 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](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. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions 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 diverse sexual orientation, gender identity and experssion (SOGIE).

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](mailto:lgu.allensamar@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.