

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: December 13, 2021

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 Officer I (Records Officer I)	26	10	14153	Bachelor's Degree	None required	None required	CS Professional (2nd Level Eligibility)		Sangguniang Bayan Office
2	Administrative Aide III (Clerk I)	39	3	9113	Completion of 2 years in College	None required	None required	CS Sub-Professional (1st Level Eligibility)		Budget Office
3	MGADH I (Assistant Municipal Treasurer)	45	22	46807	Bachelor's Degree pref. in commerce, public administration or law	None required	3 years experience in Treasury or Accounting Service	CS Professional (2nd Level Eligibility)		Treasurer's Office
4	Local Revenue Collection Officer I	46	11	15820	Bachelor's Degree	None required	None required	CS Professional (2nd Level Eligibility)		Treasurer's Office
5	Revenue Collection Clerk I	53	5	10249	Completion of 2 years in College	None required	None required	CS Sub-Professional (1st Level Eligibility)		Treasurer's Office
6	Revenue Collection Clerk I	93	5	10249	Completion of 2 years in College	None required	None required	CS Sub-Professional (1st Level Eligibility)		ALTT 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 December 28, 2021.

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.