

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 29, 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	Municipal Government Department Head I (Tourism Officer)	92	24	60719	Bachelor's Degree in Tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: (1) Tourism Awareness and Capability Building. (2) Seminar on Disaster Risk Reduction and Management. (3) Basic Tourism Statistics Training (BTST). (4) Local Tourism Guidebook Orientation; and (5) Seminar on Gender and Development Orientation	4 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		Municipal Tourism 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 14, 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.
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.