

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: February 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	Market Supervisor II	90	14	21559	Bachelor's Degree	4 hrs relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility		Allen Public Market
2	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 yrs 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 March 01, 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.

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)

*This Office highly encourage all interested and qualified **EEOP Statement:** 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.