

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	Administrative Aide I (Utility Worker)	6	1	8424	Must be able to read and write	None required	None required	None required (MC II s.96-Cat.III)		Mayor's Office
2	Administrative Aide I (Utility Worker)	7	1	8424	Must be able to read and write	None required	None required	None required (MC II s.96-Cat.III)		Mayor's Office
3	Administrative Aide I (Utility Worker)	33	1	8424	Must be able to read and write	None required	None required	None required (MC II s.96-Cat.III)		Mun. Planning and Devt Coordinator's Office
4	Administrative Aide I (Utility Worker)	64	1	8424	Must be able to read and write	None required	None required	None required (MC II s.96-Cat.III)		Municipal Assessor'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 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)

**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.