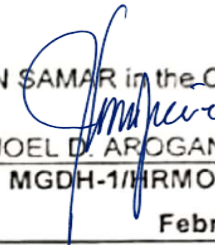


Republic of the Philippines
MGO CATARMAN (CAPITAL), NORTHERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO CATARMAN (CAPITAL), NORTHERN SAMAR in the CSC website:


JOEL D. AROGANTE
MGDH-1/HRMO V

Date:

February 4, 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 | Local Legislative Staff Officer V | 04-1A | 22 | 61574 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility | NONE | Office of the Secretary to the SB |
| 2 | Local Legislative Staff Officer IV | 03-12 | 19 | 43482 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | NONE | Office of the Sangguniang Bayan |
| 3 | Accountant II | 07-10 | 16 | 32965 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | NONE | Municipal Accounting Office |
| 4 | Administrative Assistant III (Senior Bookkeeper) | 07-11 | 9 | 17634 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | NONE | Municipal Accounting Office |
| 5 | Midwife I | 07-23 | 9 | 19593 | Completion of the Midwifery course | None Required | None Required | RA 1080 | NONE | Municipal Health Office |
| 6 | Administrative Assistant II (Bookkeeper I) | 07-12 | 8 | 16426 | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | NONE | Municipal Accounting 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 **February 19, 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.

*Regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



JOEL D. AROGANTE

MGDH-1/HRMO V

LGU Caturman

jldelorino2020@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.