


Republic of the Philippines
MGO GAMAY, 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 GAMAY, NORTHERN SAMAR in the CSC website:


BEN L. BANAWIS JR.
MNAO/OIC-HRMO

Date: March 09, 2023

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	Tourism Operations Officer I	2	11	19,079.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Mayor's Office
2	Municipal Government Department Head I (Municipal Assessor) (Mandatory)	38	24	66,308.00	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	None Required	3 years experience in real property assessment work or in any other related course	R.A. No 1080		Municipal Assessor's Office
3	Social Welfare Assistant	58	8	14,294.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility		Municipal Social Welfare and Development Office

4	Administrative Aide IV (Accounting Clerk II)	33	6	12,658.00	Completion of Two Years Studies in College	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility		Accounting and Internal Auditing Services
5	Local DRRM Assistant	47	8	14,294.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year relevant expercience on DRRM	Career Service (Sub- Professional) First Level Eligibility		Municipal Disaster and Risk Reduction Management 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 27, 2023.

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. The Office highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BEN L. BANAWIS JR.

MNAO/OIC-HRMO

LGU Gamay Northern Samar

benseniordanawis@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

