

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

  
JEROME T. ONG  
HRMO

Date: 01-Dec-21

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	Secretary to the Sangguniang Bayan I	1022-19	24	73731	Bachelor's degree preferably in Law, Commerce or Public Administration	none	none required	First Grade or its equivalent	N/A	Sangguniang Bayan 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 16, 2021.

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:

**JEROME T. ONG**

HRMO IV

E. Lagrimas St., Brgy Guilaoange, Laoang, N. Samar

[lgulaoang2014@gmail.com](mailto:lgulaoang2014@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**