

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

MERLY R. DELA CRUZ

HRMO

Date: August 12, 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 I)	8.2	1	7806	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)	8.4	1	7806	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Mayor
3	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	22	22	44447	Holder of a college degree preferably in commerce, public administration or law from a recognized college or university	None Required	Three (3) years in the treasury or accounting service	First grade civil service eligible or its equivalent	N/A	Office of the Municipal Treasurer
4	Sanitation Inspector I	32	6	14492	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office on Health Services

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 August 27, 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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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

MERLY R. DELA CRUZ
HRMO
Lapinig, N. Samar
delacruzmerly425@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.