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

LEOMAR J. ORSOLINO

**HRMO**

Date: 29-Dec-23

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	Accountant I	60	12	23332	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Accountant)	N/A	Colegio De Las Navas
2	Administrative Officer III (Cashier II)	61	14	27074	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Colegio De Las Navas
3	Assistant Professor IV	64	18	37380	Master's degree	28 hours of relevant training	4 years of relevant experience plus VS Performance rating	None required, RA 1080 (for courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas
4	Guidance Counselor II	67	12	23332	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	Colegio De Las Navas
5	Instructor I	52 & 53	12	23332	Master's degree in the area of specialization	None required	None required	None Required; RA 1080 (For courses requiring BAR or BOARD Eligibility)	N/A	Colegio De Las Navas
6	Librarian I	68	11	21600	or Information Science or bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	N/A	Colegio De Las Navas

7	Midwife II	45.1	11	27000	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080 (Midwife)	N/A	Municipal Health Office
8	Nurse I	69	15	29295	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	N/A	Colegio De Las Navas
9	Registrar I	70	11	21600	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Colegio De Las Navas

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 January 13, 2024.

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.
5. We encourage everyone regardless of gender, civil status, age, disability, ethnicity and Members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. And for **Persons with Disability (PWD)** applicants, should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.

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

  
**LEOMAR J. ORSOLINO**  
 HRMO-III  
 Las Navas Municipal Hall, Las Navas, Northern Samar  
[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.