Electronic copy to be submitted to the CSC FO must be in MS Excel format

## Republic of the Philippines MGO LAVEZARES, 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 LAVEZARES, NORTHERN SAMAR in the CSC

website:

VENUS A. ADRIATICO

HRMO

Date:

June 17, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Aide I (a)	1031-6	1	9,026.00	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
2	Administrative Aide I (b)	1031-6.1	1	9,026.00	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer's Office	
3	Administrative Aide VI (Accounting Clerk II)	1041-4.1	6	12,150.00	Completion of two years in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Munisipal Accounting Office	
4	Administrative Assistant IV	1061-3	10	15,904.00	*Must be able to read and write/Elementary School Graduate **High School Graduate or completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours of relevant training	Relevant MC 11 s.1996 Career Service (Sub- Professional)/First Level Eligibility	N/A	Municipal Assessor's Office	

5	Administrative Officer I	7611-7	15	25,181.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility	N/A	Municipal Social Welfare Development Office
6	Social Welfare Aide	7611-8	4	10,800.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Municipal Social Welfare Development Office
7	Social Welfare Aide	7611-8.1	4	10,800.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Municipal Social Welfare Development Office
8	Nurse I	4411-8	15	33,575.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	N/A	Municipal Health Office
9	Farm Superitendent II	8711-3	15	25,181.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility	N/A	Municipal Agriculture Office
10	Farm Superitendent II	8711-3.1	15	25,181.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility	N/A	Municipal Agriculture Office
11	Animal Keeper II	8711-4	6	12,150.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Municipal Agriculture Office
12	Meat Inspector I	8711-5	6	12,150.00	Completion of two years in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Agriculture Office
13	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	1081-1	24	65,057.00	Bachelor's Degree	4 years in position involving management and supervison, 1 year of which is relevant to DRRM	24 hours of training in management and supervision on DRRM	Career Service (Professional)/Second Level Eligibility	N/A	MDRRM Office
14										
15	*NOTHING FOLLOWS*									
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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 that July 5, 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 the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).

For Person 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:

VENUS A. ADRIATICO
HRMO IV
LGU Lavezares, Northern Samar
lavezareslqu@qmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.