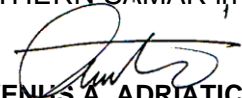


Republic of the Philippines  
**MGO LAVEZARES, NORTHERN SAMAR**  
Request for Publication of Vacant Positions

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					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
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	Municipal 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



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](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. **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@gmail.com](mailto:lavezareslqu@gmail.com)

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