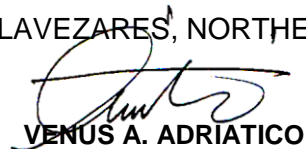


Republic of the Philippines
MGO LAVEZARES, NORTHERN SAMAR
Request for Publication of Vacant Positions

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: 7/21/2022

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 Officer IV (Administrative Officer II)	7611-7	15	25,181.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	MSWD Office
2	Administrative Assistant IV (Accounting Machine Operator III)	1061-3	10	15,904.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/First Level Eligibility/Data Encoder Eligibility	N/A	Municipal Assessor's Office
3	Administrative Aide I (Utility Worker I (B))	1031-6	1	9,026.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96- Cat. III)	N/A	Mun. Treasurer's Office

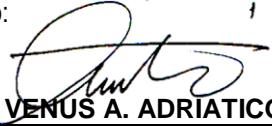
4	Administrative Aide I (Utility Worker I (B))	1031-6.1	1	9,026.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96- Cat. III)	N/A	Mun. Treasurer's Office
5										
6	* NOTHING FOLLOWS*									
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Interested and 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 August 10, 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@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.