

Republic of the Philippines  
**MGO LOPE DE VEGA, 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 LOPE DE VEGA, NORTHERN SAMAR in the CSC website:

  
NELIA A. GONZALES  
HRMO III

Date: November 7, 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	Municipal Government Department Head I (Municipal Budget Officer)	37	24	66308	Bachelor's Degree preferably in Accounting, Ecomics, Public Administration or any related courses	None	3 years experience in government budgeting or any related field	Careeer Service Professional (Second Level Eligibility)	Not Applicable	Municipal Budget Office
2	Municipal Government Department Head I (Municipal Treasurer)	41	24	66308	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting services	Careeer Service Professional (Second Level Eligibility)	Not Applicable	Municipal Treasurer's Office
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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 than November 22, 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 gender, civil status, age, disability, ethnicity and member of the indigeous communities.

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

NELIA A. GONZALES

HRMO III

LGU-Lope de Vega, Northern Samar

[hrmonelia03@gmail.com](mailto:hrmonelia03@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.