

Republic of the Philippines
MGO SAN ANTONIO, 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 SAN ANTONIO, NORTHERN SAMAR in the CSC website:


CHONA G. NOYNAY
HRMO

Date: February 21, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV (Human Resource Management Officer II)	43	15	20,307.00	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	Mayor's Office, LGU-San Antonio, Northern Samar
2	Tourism Operations Officer II	44	15	20,307.00	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	4 hours of relevant training on tourism or Department of Tourism specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGU's; Seminar on Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service Professional/ Second Level Eligibility	N/A	Mayor's Office, LGU-San Antonio, Northern Samar
3	Administrative Aide IV (Bookbinder II)	45	4	8,972.00	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013- Cat. III)	N/A	Municipal Budget Office, LGU-San Antonio, Northern Samar
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Instructions/Remarks:

The Local Government Unit of San Antonio encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below and not later than March 8, 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. Authenticated copy of Civil Service Certificate of Eligibility; and
4. Authenticated copy of Transcript of Records.

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

CHONA G. NOYNAY

(Municipal Budget Officer/HRMO Designate)
(LGU-San Antonio, Northern Samar)
noynaychona@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.