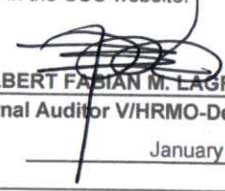


Republic of the Philippines
MGO SAN ROQUE, NORTHERN SAMAR
Request for Publication of Vacant Positions

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 ROQUE, NORTHERN SAMAR in the CSC website:


ELBERT FABIAN M. LAGRIMAS
Internal Auditor V/HRMO-Designate

Date: January 12, 2024

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	Tourism Operations Assistant	1011-4	7	13,965.00	Completion of Two Years Studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Tourism Office
2	Youth Development Officer IV	1011-5	22	53,633.00	Bachelor's Degree	16 hours of relevant trainings	3 years relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Municipal Youth Development Office
3	Youth Development Officer I	1011-6	10	17,382.00	Bachelor's Degree	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Municipal Youth Development Office
4	Administrative Aide VI (Data Controller I)	1011-13	6	13,165.00	Completion of two years studies in college or High School Graduate "with relevant Vocational /Trade course." This Include Graduate of High School under Old and New curriculum (Senior High School)	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Business Permit and Licensing Office
5	Community Affairs Officer I	1011-15	11	20,250.00	Bachelor's degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Barangay and Community Affairs Office

6	Municipal Government Assistant Department Head I (Peso Manager)	1011-17	22	53,633.00	Bachelor's degree preferably any of the following areas Operations Management (OM), Human Resource Management (HRM), Human Resource Development (HRD) and allied fields.	None Required	3 years experience in program management relative to employment facilitation	Career Service Professional/ Second Level Eligibility	N/A	Public Employment Service Office
7	Engineer II	1011-20	16	29,754.00	Bachelor's Degree in engineering relevant to the job	4 hours of relevant trainings	1 year of relevant experience	Relevant RA 1080, as amended (Engineer)	N/A	Agriculture and Biosystem Office
8	Veterenarian I	1011-21	13	23,490.00	Doctor of Veterinary Medicine	None Required	None Required	RA 1080, as amended (Veterenarian)	N/A	Livestock Development and Meat Inspection Services
9	Meat Inspector II	1011-22	8	14, 808.00	Completion of Two Years Studies in College	4 hours of relevant trainings	1 year of relevant experience	Career Subprofessional /First Level Eligibility	N/A	Livestock Development and Meat Inspection Services
10	Local Legislative Employee II	1016-18	4	11,690.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Legislative Department
11	Administrative Aide III (Driver I)	1016-20	3	11,009.00	Elementary School Graduate	None Required	None Required	Professional Driver's License TESDA -CSC MC 10, s 2013 Cat. IV	N/A	Legislative Department
12	Administrative Aide III (Driver I)	1061-5	3	11,009.00	Elementary School Graduate	None Required	None Required	Professional Driver's License TESDA -CSC MC 10, s 2013 Cat. IV	N/A	Municipal General Services Office
13	Administrative Aide III (Driver I)	1061-8	3	11,009.00	Elementary School Graduate	None Required	None Required	Professional Driver's License TESDA -CSC MC 10, s 2013 Cat. IV	N/A	Municipal General Services Office
14	Administrative Officer I (Record Officer I)	1031-2	10	17,382.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Office of the Municipal Administrator
15	Administrative Assistant II (Human Resource Management Assistant)	1031-2	8	14,808.00	Completion of Two Years Studies in College	4 hours of relevant trainings	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	Office of the Municipal Administrator

16	Project Development Officer I	1041-2	11	20,250.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Municipal Planning and Development Coordinator Office
17	Engineer II	1041-3	16	29,754.00	Bachelor's Degree in engineering relevant to the job	4 hours of relevant trainings	1 year of relevant experience	Relevant RA 1080, as amended (Engineer)	N/A	Municipal Planning and Development Coordinator Office
18	Local Budget Officer I	1071-2	11	20,250.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Municipal Budget Office
19	Administrative Aide IV (Budgeting Aide)	1071-3	4	11,690.00	Completion of Two Years Studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Budget Office
20	Administrative Assistant III (Senior Bookkeeper)	1081-2	9	15,908.00	Completion of Two Years Studies in College	4 hours of relevant trainings	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Accounting Office
21	Administrative Assistant II (Bookkeeper I)	1081-3	8	14,808.00	Completion of Two Years Studies in College	4 hours of relevant trainings	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Accounting Office
22	Administrative Aide I	1091-8	1	9,750.00	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer Office
23	Administrative Aide I	1091-9	1	9,750.00	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Treasurer Office
24	Social Welfare Officer I	7611-5	11	20,250.00	Bachelor's Degree in Social Work	None Required	None Required	RA 1080, as amended (Registered Social Worker)	N/A	Municipal Social Welfare and Development Office
25	Municipal Government Department Head I (Municipal Health Officer)	4411-1	24	90,078.00	Doctor of Medicine	None Required	3 years experience as medical physician	RA 1080 as amended (Physician)	N/A	Municipal Health Office
26	Pharmacist	4411-5	11	27,000.00	Bachelor of Science in Pharmacy	None Required	None Required	RA 1080 as amended (Pharmacist)	N/A	Municipal Health Office
27	Market Supervisor II	8711-2	14	25,382.00	Bachelor's Degree	4 hours of relevant trainings	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Municipal Agriculture Office

28	Agricultural Technologist	8711-4	10	17,382.00	Bachelor' degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080 as amended: Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian, depending on the function, duties and responsibilities as indicated in the Position Description Form)	N/A	Municipal Agriculture Office
29	Aquacultural Technologist	8711-5	10	17,382.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Municipal Agriculture Office
30	Municipal Government Department Head I (Municipal Environment and Natural Resources Office)	8711-12	24	67,559.00	Bachelors degree in Environment, Forestry, Agriculture, or any related course	None Required	3 year experience in environmental and natural resources management, conservagtion and utilization	Career Service Professional /Second Level Eligibility	N/A	Municipal Environment and Natural Resources Office
31	Environmental Management Specialist II	8711-13	15	27,464.00	Bachelor's Degree relevant to the job	4 hours of relevant trainings	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Municipal Environment and Natural Resources Office
	Nothing Follows									

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 January 29, 2024

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 encourage all interested and qualified applicants and promotes equal 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 diverse sexual orientation, gender identity and expression (SOGIE).

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



ELBERT FABIAN M. LAGRIMAS

Internal Auditor V/HRMO-Designate

MGO San Roque, Northern Samar

elbertfabianlagrimas@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.