

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: 10-Feb-23

No.	Position Title (Parenteral 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 Assistant Department Head I (Local Disaster Risk Reduction and Management Officer IV)	1011-8	22	51,311.00	Bachelor's Degree	16 Hours of relevant training on disaster risk reduction and management	3 years of relevant experience on disaster risk reduction and management	Career Service (Professional) Second Level Eligibility	N/A	Municipal Disaster Risk Reduction and Management Office	
2	Local Disaster Risk Reduction and Management Assistant	1011-10	8	13,688.00	Completion of two years in college	4 hours of relevant training on disaster risk reduction and management	1 year of relevant experience on disaster risk reduction and management	Career Service (Sub-Professional) 1st Level Eligibility	N/A	Municipal Disaster Risk Reduction and Management 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 than February 25, 2023

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 (P-WD), 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.