

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


PRELINA G. FORTUNA
HRMO

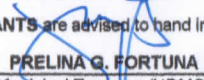
Date: 11/09/2021

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 Aide IV (Clerk II)	1021-8	4	8070	Completion of two (2) years studies in college	None	None	Career Service Sub-Professional (First level Eligibility)	None	Office of the SB Scretarist
2										
3										
4										
5										
6										
7										
8										
9										
10										

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 Novmeber 16, 2021.

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 eligiblity/rating/license; and
4. Photocopy of Transcript of Records.

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


PRELINA G. FORTUNA
Assistant Municipal Treasurer/HRMO Designate
San Vicente, Northern Samar
prelinagarpesafortuna@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.