

Republic of the Philippines  
**MGO VICTORIA, 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 VICTORIA, NORTHERN SAMAR in the CSC website:

  
RENE T. DENTE  
MAYOR

Date:

March 10, 2023

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	Local Treasury Operations Officer I	28-1	11	17,807.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Treasurer's Office
2	Draftsman III	32-1	11	17,807.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	Eight (8 ) hours of relevant training	Two (2) years of relevant experience	Career Service (Sub-Professional) Draftsman or Illustrator (MC 11, series 1996, as amended- Cat. II) First Level Eligibility	N/A	Municipal Assessor's 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 March 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](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 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:

**HON. JOSE G. ARDALES**  
Municipal Mayor  
Local Government Unit-Victoria, N. Samar  
[lguvictoria50@gmail.com](mailto:lguvictoria50@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**