

Republic of the Philippines
LGU-ALLEN, 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 in the CSC Website.

LGU-ALLEN NORTHERN SAMAR



RACHEL M. PORNELOS
HRMO

Date: August 23, 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	Administrative Aide III (Driver I)	100	3	9888	Elementary School graduate	None required	None required	Professional Driver's License		MDRRMO
2	Administrative Aide I	101	1	8762	Must be able to read and write	None required	None required	None Required		MDRRMO
3	Administrative Aide III	106	3	9888	Completion of two-year studies in College	None required	None required	Career Service (Sub-Professional) / 1st Level		Mun. Tourism Office
4	Administrative Aide I	107	1	8762	Must be able to read and write	None required	None required	None Required		Mun. Tourism Office
5	Transportation Regulation Officer II	109	15	24568	Bachelor's Degree relevant to the job	4 hours relevant training	1yr relevant experience	Career Service (Professional) 2nd Level		Allen Land Transport Terminal 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 September 07, 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 positions 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:

RACHEL M . PORNELOS

HRMO II

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.