

Republic of the Philippines
MGO LOPE DE VEGA, 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 LOPE DE VEGA, NORTHERN SAMAR in the CSC website:

Date: August 24, 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 Assistant II (Bookkeeper I)	40	8	14,808	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub- professional / First Level Eligibility	Not Applicable	Municipal Accounting Office
2	Local DRRM Officer II	15	15	27,464	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / 2nd Level Eligibility	Not Applicable	Local Disaster Risk Reduction 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 September 8, 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.

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 gender, civil status, age, disability, ethnicity and member of the indigeous communities.

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

BOBBY C. SALUDARIO

Municipal Mayor

LGU-Lope de Vega, Northern Samar

lopedevega.lgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.