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Republic of the Philippines
MGO LAS NAVAS, 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 LAS NAVAS, NORTHERN SAMAR in the CSC website:

LEOMAR J. ORSOLINO

HRMO


Date: 27-Mar-24

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	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	24	22	57209	Bachelor's degree preferably in commerce, Public Administration or law	None required	3 years of experience in treasury or accounting service	Career Service Professional Second Level Eligibility	N/A	Municipal Treasurer's Office
2	Engineer II	40.1	16	31738	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	N/A	Municipal Engineering Office
3	Midwife I	46.2	9	21211	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)	N/A	Municipal Health Office
4	Administrative Aide IV (Budgeting Aide)	39	4	12469	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Budget Office
5	Guidance Counselor II	67	12	23332	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A	Colegio de Las Navas
6	Librarian I	68	11	21600	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	N/A	Colegio de Las Navas

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 April 11, 2024.

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. We encourage everyone regardless of gender, civil status, age, disability, ethnicity and Members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. And for **Persons with Disability (PWD)** applicants, should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.

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


LEOMAR J. ORSOLINO

HRMO-III

Las Navas Municipal Hall, Las Navas, Northern Samar

leomar34orsolino@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.