

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

MERLY R. DELA CRUZ  
HRMO  
Date: November 16, 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)	23	8	13299	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	(Subprofessional) First Level Eligibility	N/A	Office of the Municipal Accountant, LGU-Lapinig, N. Samar	
2	Agricultural Technologist	38	10	15533	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	none required	none required	Relevant RA 1080	N/A	Office of Agricultural Services, LGU-Lapinig, N. Samar	
3	Local Disaster Risk Reduction and Management Assistant	5	8	13299	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/1st Level Eligibility	N/A	Office of the Municipal Mayor, LGU-Lapinig, N. Samar	

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 December 1, 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 all 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 with diverse sexual orientation, gender identity and expression (SOGIE).

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

**MERLY R. DELA CRUZ**  
HRMO  
Lapinig, N. Samar  
[delacruzmerly425@gmail.com](mailto:delacruzmerly425@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.