



Republic of the Philippines  
LOCAL GOVERNMENT UNIT-LOPE DE VEGA  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Lope de Vega in the CSC website:

*Nelia A. Gonzales*  
NELIA A. GONZALES  
HRMO III

Date: OCTOBER 31, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Government Department Head (Municipal Treasurer)	41	24	54,974.00	Bachelor's Degree in Commerce/Business Administration or any other degree including units in Accounting or supplemented by 15 units in Accounting	4 years of relevant training	4 years of related experience	Career Service Professional (Local Treasury Officer) relevant eligibility for second level position	Municipal Treasurer's Office LGU-Lope de Vega

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 November 15, 2018. Equal opportunity is provided to PWD's

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

*Nelia A. Gonzales*  
NELIA A. GONZALES  
HRMO III  
LGU-Lope de Vega, Northern Samar  
[anapalloc@yahoo.com](mailto:anapalloc@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.