

Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF SAN ROQUE

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 LGU-San Roque, Northern Samar in the CSC website:

Mina Melina
NANCY T. ANASTACIO

HRMO

Date: JANUARY 14 2018

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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ENVIRONMENTAL MANAGEMENT SPECIALIST II	1011 D-81	15/1	20,673.75	Bachelor's Degree or relevant to the job.	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional /Second Level Eligibility		Municipal Environmental & Solid Waste Management Office
2	ADMINISTRATIVE AIDE II (UTILITY WORKER II)	1011 D-72	2	8,000.25	Elementary School Graduate	None Required	None Required	None Required		Municipal Environmental & Solid Waste Management Office
3	LICENSING OFFICER IV	1011 D-83	22/1	39,587.25	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional/Second Level Eligibility		Business Permits and Licensing Office
4	SENIOR ADMINISTRATIVE ASSISTANT III	1016 C-12	15/1	20,673.75	Completion of two (2) studies in college	None Required	None Required	None Required		LEGISLATIVE DEPARTMENT
5	STENOGRAPHER II	1016 C-29	6	10,388.25	Completion of two (2) studies in college	None Required	None Required	CS Sub-professional /First Level Eligibility		LEGISLATIVE DEPARTMENT
6	REGISTRATION OFFICER I	1051 C-21	10	18,217.00	Bachelor's Degree	None Required	None Required	CS Professional /Second Level Eligibility		Municipal Civil Registrar Office
7	DRIVER I	1061 C-15	3	8,540.25	Elementary School Graduate	None Required	None Required	PROFESSIONAL DRIVERS LICENSED (LTO)		General Services Office

8	MUNICIPAL BUDGET OFFICER	1071 B-4	24/1	48,312.00	Bachelor's Degree preferably in accounting, economics, public administration or any related course	None Required	Three (3) years experience in government budgeting or any	First Grade or its equivalent	Municipal Budget Office
9	SPECIAL OPERATIONS OFFICER II	1071 C-31	14/1	18,967.50	Bachelor's Degree preferably Business Administration.	None Required	Six (6) months experience in MBMD	CS Professional /Second Level Eligibility	Municipal Budget Office
10	MUNICIPAL HEALTH OFFICER	4411 B-9	24/1	64,416.00	Doctor of Medicine	None Required	Three (3) years as Medical Practitioners	RA 1080 (PHYSICIAN)	Municipal Health Office
11	MUNICIPAL AGRICULTURE OFFICER	8711 B-11	24/1	48,312.00	Bachelor's Degree in Agriculture or any related course.	None Required	Three (3) years acquired experience in agriculture or in related field.	RA 1080 (Licensed Ageiculturist)	Municipal Agriculture Office
12	AQUACULTURAL TECHNOLOGIST	8711 D-87	10	13,662.75	Bachelor's Degree or relevant to the job.	None Required	None Required	RA 1080 (Licensed Ageiculturist)	Municipal Agriculture 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 _____.

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.

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

Mañalawa
NANCY T. ANASTACIO
 AIO/1/HRMO-Designate
 LGU-SAN ROQUE, NORTHERN SAMAR
yanzk5@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.