

Republic of the Philippines  
MUNICIPALITY OF ALLEN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-ALLEN NORTHERN SAMAR in the CSC website:

  
**MA. BELLA F. GARDOQUE**  
HRMO

Date: March 11, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	REVENUE COLLECTION CLERK I (RECORDS CLERK)	51	5	9,083.00	Completion of Two (2) Years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)		Mun. Treasurer's Office
	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx

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 March 22, 2019.

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.

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

**MA. BELLA F. GARDOQUE**  
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MGDH / HRMO  
\_\_\_\_\_  
LGU ALLEN N. SAMAR  
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[bella\\_gardoque@yahoo.com.ph](mailto:bella_gardoque@yahoo.com.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**