

Republic of the Philippines
LGU-ALLEN, 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
in the CSC Website.

LGU-ALLEN NORTHERN SAMAR

Bella F. Gardoque
for **MA. BELLA F. GARDOQUE**
HRMO

Date: May 27, 2021

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 Treasurer	42	24	59,552.00	Bachelor's Degree in Commerce, Public Administration or Law	None required	3 years experience in Treasury or accounting service	First grade civil service eligible or its equivalent		Municipal Treasurer's Office
	XXXX	XXXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

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 June 11, 2021.

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:

MA. BELLA F. GARDOQUE
MGDH / HRMO
LGU-ALLEN NORTHERN SAMAR
lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.