

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 LGU-Allen in the CSC website:


MA. BELLA F. GARDOQUE

HRMO

Date: June 13 2019

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	Admin. Aide 1	1	1	3,850.00	None	None	None	None	None	Mayor's Office
2	Admin. Aide 1	2	1	3,850.00	None	None	None	None	None	MTO
3	Admin. Aide 1	3	1	3,300.00	None	None	None	None	None	LCR
4	Admin. Aide 1	4	1	3,850.00	None	None	None	None	None	Mayor's Office
5	Admin. Aide 1	5	1	3,300.00	None	None	None	None	None	DA
6	Admin. Aide 1	6	1	3,300.00	None	None	None	None	None	Mayor's Office
7	Admin. Aide 1	7	1	3,300.00	None	None	None	None	None	Mayor's 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 5 days.

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

HRMO

LGU-Allen N. Samar

bella_gardoque@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.