

Republic of the Philippines  
LGU-Allen N. 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 N. Samar in the CSC website:

**MA. BELLA F. GARDOQUE**

**HRMO**

Date: **1-Jul-20**

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 I	1	1	3,300.00	None	None	None	None	N/A	DA
2	Admin. Aide I	2	1	3,300.00	None	None	None	None	N/A	MPDC
3	Admin. Aide I	3	1	3,300.00	None	None	None	None	N/A	LCR
4	Admin. Aide I	4	1	3,850.00	None	None	None	None	N/A	MTO
5	Admin. Aide I	5	1	3,850.00	None	None	None	None	N/A	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 Dec. 27, 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**

MGDH I/HRMO

LGU-ALLEN N. SAMAR

[bella\\_gardoque@yahoo.com.ph](mailto:bella_gardoque@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	MGDH-I (Municipal Agriculturist)	65	24	P58,384.00	Bachelor's Degree in Agriculture or any related course	None	3 years acquired experience in agriculture or in a related field	RA 1080 or its equivalent		MAO
2	Municipal Treasurer	39	24	P58,384.00	Bachelor's Degree in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting service	RA 1080 or its equivalent		MTO

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1	Admin Officer I	22	11	P14,528.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional 2nd level eligibility		SB Office

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