

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


MA. BELLA F. GARDOQUE
HRMO

Date: August 20, 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	Day Care Worker I	64	SG-06	10,038.00	High School Graduate	1 year of relevant experience	4 hour of relevant training	None Required MC11s 96		MSWDO
2	Administrative Office IV (Budget Officer II)	34	SG-15	20,307.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hour of relevant training	Career Professional		BUDGET OFFICE
	XXXXXXXXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

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
15 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
MGDH / HRMO
LGU-ALLEN NORTHERN SAMAR
bella_gardoque@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.