

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 NORTHERN SAMAR  
in the CSC Website.

  
**MA. BELLA F. GARDOQUE**

HRMO

Date: Nov. 5, 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	Senior Bookkeeper	39	9	12,231.00	Completion of Two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional		Accounting Office
2	Administrative Aide I (Utility Worker I)	7	1	7,357.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Mayor's Office
3	Administrative Aide I (Utility Worker I)	65	1	7,357.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		MSWDO

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](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 / HRMO

LGU-ALLEN NORTHERN SAMAR

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.