

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: December 28, 2020

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	MGDH I (Municipal Agriculturist)	69	24	58,384.00	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		Mun. Agriculture Office
2	Local Assessment Operations Officer II	54	15	21,372.00	Bachelor's Degree	4hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Assessor's Office
3	Administrative Aide I	29	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		MPDC Office
4	Administrative Aide I	36	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Budget Office
5	Administrative Aide I	66	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		MSWDO
6	Administrative Aide I	67	1	7,748.00	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 January 13, 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
bella_gardoque@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.