

Republic of the Philippines  
**MGO LAS NAVAS, 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 MGO LAS NAVAS, NORTHERN SAMAR in the CSC website:

LEOMAR J. ORSOLINO

**HRMO**

Date: 3-Feb-23

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	Accountant II	33.2	15	28078	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Accountant)	N/A	Municipal Accounting Office
2	Instructor I	53	12	22086	Bachelor's degree in the area of specialization	None required	None required	None Required; RA 1080 (For courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas

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 February 18, 2023.

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.
5. We encourage everyone regardless of gender, civil status, age, disability, ethnicity and Members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. And for **Persons with Disability (PWD)** applicants, should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LEOMAR J. ORSOLINO

HRMO-III

Las Navas Municipal Hall, Las Navas, Northern Samar

[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.