

Republic of the Philippines  
**MUNICIPALITY OF LAVEZARES**  
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-Lavezares   in the CSC website:

VENUS ADVINCULA-ADRIATICO

HRMO

Date: February 1, 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	Administrative Aide I (Utility Worker I)	65	1./1	7,883.00	Must be able to read and write	None Required	None Required	None Required		Office of the Mayor
2	Administrative Aide III (Driver I)	66	3./1	8,936.00	Elementary School Graduate	None Required	None Required	Driver License		Office of the Mayor
3	Administrative Aide IV (Electrician I)	67	4./1	9,506.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Bldg. Wiring)(-250volts)		Office of the Mayor
4	MGADH (Planning Officer IV)	68	22./1	44,038.00	Bachelor's Degree relevant to the job	16 hrs of relevant training	3 yrs relevant experience	Career Service (Professional) RA 1080(Environmental Planner)		MPDC Office
5	Bookbinder II	69	4./1	9,506.00	Elementary School Graduate	None Required	None Required	None Required		MCRO Office
6	Administrative Aide I (Utility Worker I)	70	1./1	7,883.00	Must be able to read and write	None Required	None Required	None Required		Mun. Accounting Office
7	Administrative Aide I (Utility Worker I)	71	1./1	7,883.00	Must be able to read and write	None Required	None Required	None Required		Mun. Accounting Office
8	Licensing Officer II	72	15./1	21,758.00	Bachelor's Degree	4 hrs of relevant training	1 yr of relevant training	Career Service (Professional)		Mun. Treasurer's Office
9	Social Welfare Officer I	73	11./1	15,134.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		MSWDO Office
10	Administrative Aide I (Utility Worker I)	74	1./1	7,883.00	Must be able to read and write	None Required	None Required	None Required		MSWDO Office
11	Administrative Aide I (Utility Worker I)	75	1./1	7,883.00	Must be able to read and write	None Required	None Required	None Required		MSWDO Office
12	Stenographer II (B)	61	6./1	10,755.00	Completion of two years studies in college	None Required	None Required	CSC Stenographer Exam Passer		SB Office
13	Bookbinder I	56	2./1	8,400.00	Elementary School Graduate	None Required	None Required	None Required		MCRO Office
14	Midwife I	42-1	9./1	17,473.00	Completion of Midwifery Course	None Required	None Required	RA 1080		Mun. Health Office
15	Planning Officer II	30	15./1	21,758.00	Bachelor's Degree relevant to the job	4 hrs of relevant training	1 yr of relevant training	Career Service (Professional)		MPDC Office
16	Draftsman I (B)	52	6./1	10,755.00	Completion of two years studies in college or HS graduate with relevant voc/trade course	None Required	None Required			MPDC Office
17	Admin. Aide VI (Clerk III)	16	6./1	10,755.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)		MTO 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 Feb 28, 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:

  
**VENUS A. ADRIATICO**

HRMO II

LGU-Lavezares, N. Samar

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.