Electronic copy to be submitted to the CSC FO must be in MS Excel format

## Republic of the Philippines MGO LAVEZARES, 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 LAVEZARES, NORTHERN SAMAR in the CSC website:

VENUS A. ADRIATICO

HRMO

Date: **July 12, 2022** 

	Position Title	Plantilla Salary/	Monthly Salary	Qualification Standards						
No.	(Parenthetical Title, if applicable) Item No.	JOD/ Pay		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Officer IV	7611-7	15	25,181.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	MSWD Office
2	*Nothing Follows*									
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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 that July 31, 2022

- 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.
- 5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person with Disability(PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).

For Person 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:

VENUS A. ADRIATICO
HRMO IV
LGU Lavezares, Northern Samar
lavezareslqu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.