

Republic of the Philippines
LGU-SAN ROQUE, NORTHERNSAMAR
 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-San Roque, Northern Samar in the CSC website:

ELBERT FABIAN M. LAGRIMAS

HRMO-Designate

Date: 10-Jan-20

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	Licensing Officer IV	1011-13	22	48,989.00	Bachelor's Degree or relevant to the Job	16 hours of relevant training	Three (3) Years of relevant experience	CS Professional/ Second level Eligibility		Municipal Business Processing and Licensing Office
2	Local Disaster Risk Reduction and Management Assistant 1	1011-10	8	12,569.00	Completion of two (2) studies in college	Four (4) hours of relevant training	One (2) year of relevant experience	CS Sub-professional /First Level Eligibility		Municipal Disaster Risk Reduction & Management Office
3	Administrative Aide VI (Stenographer II)	1016-17	6	11,135.00	Completion of two (2) years studies in College	NONE REQUIRED	NONE REQUIRED	CS Sub-Professional /First Level Eligibility		Legislative Department
4	Municipal Budget Officer	1071-1	24	62,555.00	Bachelor's Degree, preferably in accounting, economics, public administration or any related course.	NONE REQUIRED	Three (3) Years experience in government budgeting or any related field	First Grade Elegibility or its Equivalent		Municipal Department of Budget
5	Revenue Collection Clerk 1	1091-4	5	10,505.00	Completion of two (2) years studies in College	NONE REQUIRED	NONE REQUIRED	CS Sub-Professional /First Level Eligibility		Municipal Department of Treasury
6	Revenue Collection Clerk 1	1091-5	5	10,505.00	Completion of two (2) years studies in College	NONE REQUIRED	NONE REQUIRED	CS Sub-Professional /First Level Eligibility		Municipal Department of Treasury

7	Fiscal Examiner- 1	1081-2	11	15,566.00	Bachelor's Degree, or relevant to the Job	NONE REQUIRED	NONE REQUIRED	CS Professional/ Second level Eligibility		Municipal Accounting Department
8	Supply Officer 1	1061-2	10	14,425.00	Bachelor's Degree, or relevant to the Job	NONE REQUIRED	NONE REQUIRED	CS Professional/ Second level Eligibility		Municipal General Services Department
9	Administrative Aide 1 (Driver 1)	1061-6	3	9,350.00	Elementary School Graduate	NONE REQUIRED	NONE REQUIRED	Driver's Licensed (MC 11, s.69-Cat II)		Municipal General Services Department
10	Social Welfare Officer II	7611-2	15	22,898.00	Bachelor's Degree, or relevant to the Job	Four (4) hours of relevant training	One (1) year relevant experience	CS Professional/ Second level Eligibility		Municipal Department of Social Services and Human Protection
11	Environmental Management Specialist II	8711-2	15	22,898.00	Bachelor's Degree, or relevant to the Job	Four (4) hours of relevant training	One (1) year relevant experience	CS Professional/ Second level Eligibility		Municipal Department of Agriculture and Environment
12	Agriculturist 1	8711-4	11	15,566.00	Bachelor's Degree, or relevant to the Job	NONE REQUIRED	NONE REQUIRED	RA 1080 (Licensed Agriculturist)		Municipal Department of Agriculture and Environment
13	Aquacultural Technologist	8711-6	10	14,425.00	Bachelor's Degree, or relevant to the Job	NONE REQUIRED	NONE REQUIRED	RA 1080 (Licensed Agriculturist)		Municipal Department of Agriculture and Environment

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 _____.

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:


ELBERT FABIAN M. LAGRIMAS

HRMO-Designate

LGU-San Roque, Northern Samar

elbertfabianlagrimas@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.