



Republic of the Philippines
LOCAL GOVERNMENT UNIT - VICTORIA, NORTHERN SAMAR
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Victoria, Northern Samar in the CSC website:


RENE T. DENTE
Administrative Officer IV (HRMO 11)

Date: November 21, 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 IV (Human Resource Management Aide)	5	4/1	8,872.00	Completion of two years studies in college	None Required	None Required	CS-Sub Professional/First Level Eligibility or its Equivalent		HRMO, LGU-Victoria N. Samar
2	Administrative Aide VI	30-5	6/1	10,038.00	Completion of two years studies in college	None Required	None Required	CS-Sub Professional/First Level Eligibility or its Equivalent		MTO, LGU-Victoria N. Samar
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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 than December 6, 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;
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:

RENE T. DENTE
Administrative Officer IV (HRMO II)
Access Road, Brgy. Zone III, Victoria N. Samar
lguvictoria50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.