

Republic of the Philippines
LOCAL GOVERNMENT UNIT - VICTORIA, 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 LGU-Victoria, Northern Samar in the CSC website:


RENE T. DENTE
HRMO

Date: December 11, 2019

No. of Casual Position	Casual Position	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Agriculture Office
1	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Engineering Office
2	Administrative Aide (Driver)	NONE	3	Php200/Day	Elementary School Graduate	None Required	None Required	Driver's License		Mayor's Office
1	Administrative Aide (Security Guard)	NONE	3	Php200/Day	High School Graduate	None Required	None Required	None Required		Mayor's Office
2	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mayor's Office
1	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Planning Dev't. Office
1	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Health Office
1	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Accounting Office
1	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Mun. Social Welfare Dev't. Office
2	Administrative Aide (Clerk)	NONE	3	Php200/Day	Completion of two (2) years studies in college	None Required	None Required	None Required		Legislative Office
1	Administrative Aide (Security Guard)	NONE	3	Php200/Day	High School Graduate	None Required	None Required	None Required		Legislative Office
1	Administrative Aide (Driver)	NONE	3	Php200/Day	Elementary School Graduate	None Required	None Required	Driver's License		Legislative Office
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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 15 days.

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)
LGU-VICTORIA, NORTHERN SAMAR
lguvictoria50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.