

Republic of the Philippines
LGU-ALLEN, 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 in the CSC Website.

LGU-ALLEN NORTHERN SAMAR


MA. BELLA F. GARDOQUE
HRMO

Date: March 10, 2023

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 VI	16	6	11814	At least two-year College level	None required	None required	Career Service Sub-Professional (First Level)		Office of the Mayor
2	Administrative Aide I	39	1	8762	Must be able to read and write	None required	None required	None required (MC, s.96-Cat III)		Local Civil Registrar
3	Administrative Aide I	64	1	8762	Must be able to read and write	None required	None required	None required (MC, s.96-Cat III)		Treasurer's Office
4	Day Care Worker I	80	6	11814	High School Graduate	None required	None required	None required (MC, s.2013-Cat III)		Mun. Social Welfare & Devt 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 March 25, 2023

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 positions without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation, to include members of the indigenous coimmunities and those diverse sexual orientation, gender identity and experssion (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. BELLA F. GARDOQUE

MGDH / HRMO

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
LGU-ALLEN, 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 in the CSC Website.

LGU-ALLEN NORTHERN SAMAR


MA. BELLA F. GARDOQUE
HRMO

Date: March 10, 2023

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	Midwife II	75	11	25439	Completion of Midwifery Course	4hrs of relevant training	1 year of relevant experience	RA 1080 (Midwifery)		Municipal Health Office
2	Administrative Officer IV (HRMO II)	93	15	24568	Bachelor's Degree	4hrs of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Human Resource Mgt Office
3	Administrative Aide IV (Driver II)	99	4	10495	Elementary School graduate	None required	None required	Valid Professional Driver's License		MDRRMO
4	Administrative Aide I	114	1	8762	Must be able to read and write	None required	None required	None required		Allen Land Transport Terminal 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 March 25, 2023

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 positions without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation, to include members of the indigenous coimmunities and those diverse sexual orientation, gender identity and experssion (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. BELLA F. GARDOQUE

MGDH / HRMO

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.