

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

Bella F. Gardoque
for **MA. BELLA F. GARDOQUE**
HRMO

Date: April 12, 2021

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	Revenue Collection Clerk I (Records Clerk)	51	5	10,249.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) 1st Level Eligibility		Municipal Treasurer's Office
	xxxx	xxxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx

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 April 27, 2021.

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:

MA. BELLA F. GARDOQUE
MGDH / HRMO
LGU-ALLEN NORTHERN SAMAR
lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.