

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



RACHEL M. PORNELOS
HRMO

Date: July 27, 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	Completion of two-year studies in college or HS Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC II s.96 Career Service Sub-Professional (First Level)		Office of the Mayor

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 August 11, 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:

RACHEL M. PORNELOS

HRMO II

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.