

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: September 01, 2022

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	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	49	22	47891	College degree preferably in commerce, public administration or law from a recognized college or university	None required	3years of experience in treasury or accounting service	Career Service Professional / 2nd Level Eligibility		Municipal Treasurer's Office
2	Local Treasury Operations Officer III	50	18	30577	Bachelor's Degree	8hrs of relevant training	2yrs of relevant experience	Career Service Professional / 2nd Level Eligibility		Municipal Treasurer's Office
3	Revenue Collection Clerk II	54	7	12025	Completion of 2years studies in College	None required	None required	Career Service Sub-Professional / 1st Level Eligibility		Municipal Treasurer's Office
4	Municipal Government Department Head I (Local DRRM Officer)	87	24	60719	Bachelor's Degree	24hrs of training in management and supervision on DRRM	4yrs position involving management and supervision, 1yr of which is relevant to DRRM	Career Service Professional / 2nd level eligibility		Municipal Disaster Risk Reduction Mgt 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 September 16, 2022.

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 communities 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.