


Republic of the Philippines
MGO LAOANG, 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 MGO LAOANG, NORTHERN SAMAR in the CSC website:


JEROME T. ONG
HRMO

Date: February 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 Officer III(Cashier II)	1091-44.11	14	27,473.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Municipal Treasurer's Office
2	Revenue Collection Clerk I	1091-43.3	5	13,523.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Treasurer's Office
3	Sanitation Inspector I	4411-13.2	6	16,877.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Rural Health Unit/Municipal Health Office
4	Administrative Aide VI (Assessment Clerk II)	1101-50	6	14,345.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Assessor's Office
5	Administrative Aide IV (Assessment Clerk I)	1101-51.1	4	12744	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Assessor's 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 February 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 position 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 with diverse sexual orientation, gender identity and expression (SOGIE)."

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

JEROME T. ONG

HRMO IV

E. Lagrimas St., Brgy Guiloange, Laoang, N. Samar

lgulaoang2014@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.