

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


MERLY R. DELA CRUZ
HRMO

Date: OCTOBER 13, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			Eligibility
1	Licensing Officer I	23	11	14,868.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Treasurer
2	Administrative Assistant II (Clerk IV)	24	8	11,999.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer

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 October 28, 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 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:

MERLY R. DELA CRUZ
HRMO
Lapinig, N. Samar
delacruzmerly425@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.