

Republic of the Philippines  
**MGO LAS NAVAS, 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 LAS NAVAS, NORTHERN SAMAR in the CSC website:

LEOMAR J. ORSOLINO

**HRMO**

Date: 1-Aug-23


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 BUDGET OFFICER)	38.2	22	57209	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Budget Office
2	MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT MUNICIPAL ENGINEER)	40.3	22	57209	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Engineering Office
3	AGRICULTURAL CENTER CHIEF I	48.1	18	37380	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture Office
4	MIDWIFE III	43	13	31320	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080 Midwife	N/A	Municipal Health Office
5	DRAFTSMAN I (B)	32.1	6	14042	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (CSC MC 11, s. 1996 as amended by CSC MC 10, s. 2013 - Cat II)	N/A	Municipal Assessor's Office
6	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	36	6	14042	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accounting Office

7	ADMINISTRATIVE AIDE II (BOOKBINDER I)	16.3	2	11055	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996 as amended by CSC MC 10, s. 2013 - Cat III)	N/A	Office of the Sangguniang Bayan
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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 16, 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](http://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. We encourage everyone regardless of gender, civil status, age, disability, ethnicity and Members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply. And for **Persons with Disability (PWD)** applicants, should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.

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

  
**LEOMAR J. ORSOLINO**  
 HRMO-III  
 Las Navas Municipal Hall, Las Navas, Northern Samar  
[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.