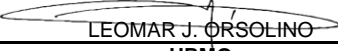


Republic of the Philippines
MGO LAS NAVAS, NORTHERN SAMAR
Request for Publication of Vacant Positions

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:

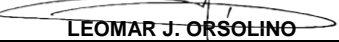

LEOMAR J. ORSOLINO
HRMO
Date: 10-Aug-22

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	Accountant I	60	12	22086	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (Accountant)	N/A	Colegio De Las Navas
2	Administrative Officer II (Budget Officer I)	72	11	20351	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Colegio de Las Navas
3	Administrative Officer III (Cashier II)	61	14	25857	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Colegio de Las Navas
4	Assistant Professor IV	64	18	36162	Master's degree	28 hours of relevant training	4 years of relevant experience plus VS Performance rating	None required, RA 1080 (for courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas
5	Instructor I	52	12	22086	Master's degree in the area of specialization	None required	None required	None required, RA 1080 (for courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas
6	Municipal Government Department Head I (Municipal Budget Officer I)	38	24	70728	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government bugeting or any related field	First grade or its equivalent	N/A	Municipal Budget 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 August 25, 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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.