

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: 6-Oct-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	Administrative Aide IV (Assessment Clerk I)	32	4	12469	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Assessor's Office
2	Instructor I	53	12	22086	Bachelor'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

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 21, 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. 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.