

Republic of the Philippines
MGO LAVEZARES, 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 LAVEZARES, NORTHERN SAMAR in the CSC website.



VENUS A. ADRIATICO

HRMO IV

Date: **03/13/2024**

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	TOURISM OPERATIONS OFFICER II	1011-5	15	27,464.00	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	4 hours of relevant training on tourism or*Department of Tourism specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs; Seminar on Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook Orientation; and Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service Professional/ Second Level Eligibility	N/A	Office of the Mayor
2	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	1051-4	4	11,690.00	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	Municipal Civil Registrar Office
3	SOCIAL WELFARE ASSISTANT	7611-3	8	14,808.00	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	Municipal Social Welfare and Development Office

4	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER II	1201-2	15	27,464.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/ Second Level Eligibility	N/A	Municipal Disaster Risk Reduction and Management Office
5	MEAT INSPECTOR I	8711-6	6	13,165.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	N/A	Municipal Agriculture Office
	"Nothing Follows"									

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 March 29, 2024

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).

For Person 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:

VENUS A. ADRIATICO

 HRMO IV

 LGU Lavezares, Northern Samar

lavezareshmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.