


Republic of the Philippines  
Province of Northern Samar  
Municipality of Lavezares  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Lavezares in the CSC website:

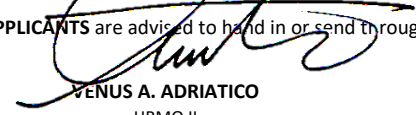
  
**EDITO B. SALUDAGA**  
Municipal Mayor  
Date: March 29, 2021

No.	Position Title	Salary/			Qualification Standards					Place of Assignment
		Plantilla Item No.	Job/Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Municipal Government Assistant Department Head	1011-4	22	50,150.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years of relevant experience	Career Service (Professional) 2nd Level Elig		Office of the Mayor
2	Administrative Aide VI (Utility Foreman)	1021-6	6	11,643.00	Elementary School Graduate	None Required	None Required	None Required		Sangguniang Bayan Office
3	Administrative Assistant IV	1021-7	10	15,164.00	*Must be able to read and write/Elem. School Graduate **HS Grad or Completion of relevant voc/trade course *** Completion of 2-yr studies in college	2 years of relevant experience	8 hrs of relevant training	Career Service Sub-Professional/ 1st Level Elig		Sangguniang Bayan Office
4	Tax Mapper II	1061-2	15	24,040.00	Bachelor's degree relevant to the job	4hrs of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Elig		Mun. Assessor's Office
5	Administrative Aide IV (Bookbinder II)	1051-4	4	10,355.00	Elementary School Graduate	None Required	None Required	None Required		Mun. 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 \_\_\_\_\_.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

  
**VENUS A. ADRIATICO**

HRMO II

LGU-Lavezares, Lavezares, N. Samar  
Email Address: venus\_adriatico78@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





