

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 ADVINCULA-ADRIATICO  
**HRMO**

Date:

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Con	
1	Municipal Government Assistant Department Head	1011-4	22	50,150	Bachelors Degree rel to the job	16 hrs of rel training	3 yrs of rele exp	CS Prof		Mayor's Office
2	Tax Mapper II	1061-2	15	24,040	Bachelors Degree rel to the job	4 hrs of rel training	1 yr of rel exp	CS Prof		Assessor's Office
3	Administrative Aide IV (Bookbinder II)	1051-4	4	10,355	Elem School Graduate	None Required	None Required	None Required		Budget's 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 December 29, 2019.

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.

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

**VENUS ADVINCULA-ADRIATICO**

HRMO II

MGO Lavezares, N. Samar

[lavezareslgu@gmail.com](mailto:lavezareslgu@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

