


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: **04/15/2024**

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	Youth Development Officer II	1011-4	14	25,382.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Office of the Mayor
2	Revenue Collection Clerk III	1091-8	9	15,908.00	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 Treasurer's Office
3	Revenue Collection Clerk III	1091-8.1	9	15,908.00	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 Treasurer's Office
4	Revenue Collection Clerk III	1091-8.2	9	15,908.00	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 Treasurer's Office
5	Administrative Aide III (Utility Worker II)	1041-4	3	11,009.00	Must be able to read and write	None Required	None Required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	N/A	Municipal Planning and Development Coordinator Office

6	Midwife III	4411-4	13	31,320.00	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
7	Midwife II	4411-5	11	27,000.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
8	Nurse I	4411-8.1	15	36,619.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)	N/A	Municipal Health Office
9	Administrative Aide I (Utility Worker I)	1022-4.1	1	9,750.00	Must be able to read and write	None Required	None Required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	N/A	Office of the SB Secretary
10	Municipal Government Department Head I (Human Resource Management Officer)	1032-1	24	67,559.00	Bachelor's Degree in Psychology, Human Resource Management, Public Administration, Office Administration, Business Administration, Mass Communication or other allied courses	None Required	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Municipal Human Resource Management Office
11	"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 April 30, 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

lavezareslqu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.