

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: June 28, 2019

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	Mun. Government Assistant Department Head I (HRMO IV)	1011-4	22	50,150.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional (2nd Level Eligibility)		Mayor's Office
2	Administrative Aide I (Utility Worker I)	1011-13.3	1	8,663.00	Must be able to read and write	None	None	None		Mayor's Office
3	Tax Mapper II	1061-2	15	24,040.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd Level Eligibility)		Assessor's Office
4	Draftsman III	1081-2	11	16,737.00	Completion of 2 years in College or HS Grad with related Vocation Course	8 hours of relevant training	2 years of relevant experience	Draftsman or Illustrator		Engineer's Office
5	Administrative Aide IV (Bookbinder II)	1051-4	4	10,355.00	Elementary School Graduate	None Required	None Required	None Required		Budget Office
6	Administrative Assistant II (Bookkeeper I) B	1041-3.1	8	13,129.00	Completion of 2 years in College	4 hours or relevant training	1 year relevant experience	CS Subprofessional (1st Level Eligibility)		Accounting Office
7	Administrative Aide IV (Bookbinder II)	1041-3.2	8	13,129.00	Completion of 2 years in College	4 hours or relevant training	1 year relevant experience	CS Subprofessional (1st Level Eligibility)		Accounting Office
8	Administrative Aide I	1061-9	1	8,663.00	Must be able to read and write	None	None	None		Assessor's Office
9	Social Welfare Officer I	2011-2	11	16,737.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (2nd Level Eligibility)		MSWDO
10										

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.

A

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

\_\_\_\_\_  
VENUS ADVINCULA-ADRIATICO  
\_\_\_\_\_  
HRMO II  
\_\_\_\_\_  
MGO Lavezares, N. Samar  
\_\_\_\_\_  
[lavezaresigu@gmail.com](mailto:lavezaresigu@gmail.com)

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