


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: JULY 6, 2021

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	Social Welfare Officer I	7611-2	11	16,737.00	Bachelor's Degree in Social Work	None Required	None Required	RA 1080		MSWDO
2	Administrative Assistant II (Bookkeeper I) C	1041-3.2	8	13,129.00	Completion of 2 years in College	4 hrs relevant training	1 year relevant experience	CS SubProf (1st Level Eligibility)		Accounting Office
3										
4										
5										
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9										
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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;
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
lavezareslgau@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.