CS Form No. 9 Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

10/11/2022

Date:

Salary/ **Qualification Standards** Plantilla Position Title (Parenthetical Title, if Job/ Monthly Place of Competency No. Item applicable) Salary Pay Assignment Eligibility Education Training Experience (if No. Grade applicable) None Required (CSC MC 11, s. 1996 as Must be able to read Administrative Aide I (Utility Worker I) 7611-6 None Required None Required N/A MSWD Office 1 1 amended by CSC MC 9,026.00 and write 10, s. 2013 - Cat III) None Required (CSC Must be able to read MC 11, s. 1996 as Administrative Aide I (Utility Worker I) 7611-6.1 None Required 2 9,026.00 None Required N/A MSWD Office 1 amended by CSC MC and write 10, s. 2013 - Cat III) 3 4 5

6	* NOTHING FOLLOWS*				
7					
8					
9					

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 October 31, 2022.

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

lavezareslgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.