


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:



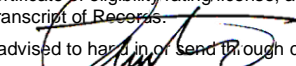
VENIS ADVINCULA-ADRIATICO  
HRMO

Date: JULY 30, 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	Administrative Assistant IV	1021-7	10	15,164.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or completion of relevant vocational/Trade Course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11.s. 1996 Career Service (Sub-Professional)/First Level Eligibility		SB Office
2	Administrative Aide VI (Utility Foreman)	1021-6	6	11,634.00	Elementary School Graduate	None Required	None Required	None Required		SB Office
3										
4										
5										
6										
7										

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:

  
VENIS ADVINCULA-ADRIATICO  
HRMO II  
MGO Lavezares, N. Samar  
[lavezareslg@gmail.com](mailto:lavezareslg@gmail.com)

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