

Republic of the Philippines  
**MGO LOPE DE VEGA, 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 LOPE DE VEGA, NORTHERN SAMAR in the CSC website:

Date: January 23, 2023

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 Aide IV( Electrician I)	12	4	11245	High school Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (building wiring)(-250volts) (MC II S.96-Cat.I)	Not Applicable	Mayor's Office
2	Administrative Aide I (Utility Worker I )	78	1	9388	Must be able to read and write	None required	None required	None required (MC I, S.1996 Cat.III.)	Not Applicable	Mayor's Office
3	Municipal Government Department Head I ( Local DRRM Officer)	82	24	66308	Bachelor's Degree	24 hours of training in Management and supervision on DRRM	4 years in position involving management and supervision,1 year of which is relevant to DRRM	Career service Professional Second level Eligibility )	Not Applicable	MDRRMO
4	Administrative Officer V ( HRMO)	30	18	33902	Bachelor's Degree	Two ( 2 ) years of relevant experience	Eight ( 8 ) hours of relevant experience	Career Service (Professional/ Second level Eligibility )	Not Applicable	HRMO
5	Accountant II	85	16	28613	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year f relevant experience	RA 1080	Not Applicable	Municipal Accounting Office

6	Draftsman II	50	8	14249	Completion of 2 years studies I college or high school graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Carreer Service ( Sub-Prof) Draftsman or illustrator ( MC II, S. 96- Cat.I) First Level Eligibility	Not Applicable	Municipal Assesor's Office
7	Laboratory Aide I	86	2	13305	Elementary School graduate	None required	None required	None required (MC II, S.96 Cat.III.)	Not Applicable	Municipal Health Office
8	Social Welfare Officer II	87	15	26323	Bachelor's degree in Social work	4 hours of relevant training	1 year f relevant experience	RA 1080 ( Social Worker)	Not Applicable	MSWDO
9	Day Care Worker I	88	6	12658	High School Graduate	None required	None required	None required (MC I, S.1996 Cat.III.)	Not Applicable	MSWDO
10	Agriculturist II	76	15	26323	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veteriniry Medicine	4 Hours of relevant training	1 year f relevant experience	RA 1080 ( Agriculturist) MC No.19.S. 2007	Not Applicable	Municipal Agriculture Office
11	Agriculturist II	77	15	26323	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veteriniry Medicine	4 Hours of relevant training	1 year f relevant experience	RA 1080 ( Agriculturist) MC No.19.S. 2007	Not Applicable	Municipal Agriculture Office
12	Draftsman II	73	8	14249	Completion of 2 years studies I college or high school graduate with relevant vocational / trade course	4 hours of relevant training	1 year f relevant experience	Carreer Service ( Sub-Prof) Draftsman or illustrator ( MC II, S. 96- Cat.I) First level Eligibility	Not Applicable	Municipal Engineering Office

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 February 7, 2023.

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.

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 gender, civil status, age, disability, ethnicity and member of the indigeous communities.

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

**NELIA A. GONZALES**

HRMO III

LGU-Lope de Vega, Northern Samar

[hrmonelia03@gmail.com](mailto:hrmonelia03@gmail.com)

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