

Republic of the Philippines
MGO LOPE DE VEGA, NORTHERN SAMAR
Request for Publication of Vacant Positions

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

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:

March 17, 2023


NELIA A. GONZALES
HRMO

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	Day Care Worker I	88	6	12658	High School Graduate	None required	None required	None required (MC 11, s. 1996 Cat III)	NONE	MSWDO
2	Administrative Aide IV (Bookbinder II)	25	4	11245	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 as amended by MC No. 10, s. 2013-Category III)	NONE	Office of the Sangguniang Bayan
	Nothing follows									

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 **April 1, 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;
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 indigenous communities.

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

NELIA A. GONZALES

HRMO

LGU Lope de Vega

hrmonelia03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.