

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

Republic of the Philippines  
**LGU-SAN ROQUE, NORTHERNSAMAR**  
 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 LGU-San Roque, Northern Samar in the CSC website:

**ELBERT FABIAN M. LAGRIMAS**

**HRMO-Designate**

Date: January 8, 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	Municipal Government Department Head-I (Municipal Health Officer)	4411-1	24	83,406.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	R.A 1080		Municipal Department of Health
2	Youth Development Officer IV	1011-6	22	48,989.00	Bachelor's Degree Holder	16 hours relevant training	3 years of relevant experience	Carrier Service (Professional) Second Level Elegibility/ R.A. 1080		Municipal Youth Development Office

3	Administrative Aide VI (Data Controller)	1011-15	6	11,135.00	Completion of two (2) years studies in College	None Required	None Required	Carrer Service (Subprofessiona l) Data Encoder (MC 11,s. 96 Cat.1) First Level eligibility		Municipal Business Permit and Licensing Office
4	Veterinarian	1011-7	13	18,924.00	Doctor of Veterinary Medicine	None Required	None Required	R.A 1080		Livestock Development and Meat Inspection Services
5	Local Legislative Staff Employee II	1016-19	4	9,911.00	Elementary School Graduate	None Required	None Required	None Required		Legislative Department SB Secretariat
6	Adminstrative Assistant IV (Driver II)	1061-3	4	10,141.00	Elementary School Graduate	None Required	None Required	Driver's Licence (MC 11,s. 06-cat.I)		Municipal General Services Department
7	Administrative Aide III (Driver I)	1061-8	3	9,350.00	Elementary School Graduate	None Required	None Required	Driver's Licence (MC 11,s. 06-cat.I)		Municipal General Services Department
8	Administrative Aide I	1061-14	1	8,301.00	Elementary School Graduate	None Required	None Required	None Required		Municipal General Services Department
9	Administrative Aide IV (Budgeting Aide)	1071-2	4	9,911.00	Completion of two (2) years studies in College	None Required	None Required	Carrer Service (Subprofessiona l) First Level Eligibility		Municipal Department of Budget and Management

10	Administrative Assistant II (Bookkeeper)	1081-2	8	12,569.00	Completion of two (2) years studies in College	1 year of relevant experience	4 hours of relevant trainings	Carrer Service (Subprofessiona l) First Level Eligibility		Municipal Accounting Department
11	Administrative Assistant II (Senior Bookkeeper)	1081-3	9	14,291.00	Completion of two (2) years studies in College	1 years of relevant experience	4 hours of relevant trainings	Carrer Service (Subprofessiona l)First Level Elegibility.		Municipal Accounting Department
12	Municipal Government Department Head-I (Municipal Agriculturist)	8711-1	24	62,555.00	Bachelor's Degree in Agriculture or any related course	3 years acquired experience in agriculture or in a related field	None Required	R.A 1080		Municipal Department of Agriculture
13	Farm Worker	8711-4	2	8,821.00	Elementary School Graduate	None Required	None Required	None Required		Municipal Department of Agriculture
14	Local Desaster Risk Reduction Management Assistant-I	1011-10	8	12,569.00	Completion of two (2) years studies in College	1 year of relevant experience	4 hours of relevant trainings	Carrer Service (Subprofessiona l)First Level Elegibility.		Municipal Disaster Risk Reduction Management Office
	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 \_\_\_\_\_.

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:

  
**ELBERT FABIAN M. LAGRIMAS**

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**Internal Auditor V/HRMO-Designate**

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LGU-San Roque, Northern Samar

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

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Republic of the Philippines  
**LGU-SAN ROQUE, NORTHERNSAMAR**  
 Request for Publication of Vacant Positions

**To: CIVIL SERVICE COMMISSION (CSC)**

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**ELBERT FABIAN M. LAGRIMAS**

HRMO-Designate

Date: January 12, 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	Environmental Management Specialist I	8711-2	11	15,566.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility /R.A. 1081		Municipal Environment and Natural Resources Office
2	Administrative Officer II (Human Resource Management Assistant I)	1031-2	8	10,569.00	Completion of two (2) years studies in College	4 hours relevant training	1 year of relevant experience	Carreer Service (Professional) Second Level Elegibility/ R.A. 1080		Office of the Municipal Administrator

3	Revenue Collection Clerk I	1091-6	5	10,505.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (SupProfessional) First Level Eligibility.	Municipal Department of Treasury
4	Aquacultural Technologist	8711-6	10	14,425.00	Bachelor's Degree relevant to the job	None Required	None Required	Carreer Service (Professional) Second Level Elegibility/ R.A. 1080	Municipal Department of Agriculture
	nothing follows								

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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:

  
**ELBERT FABIAN M. LAGRIMAS**  
 Internal Auditor V/HRMO-Designate  
 LGU-San Roque, Northern Samar  
[elbertfabianlagrimas@gmail.com](mailto:elbertfabianlagrimas@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.