

Republic of the Philippines
MGO SAN VICENTE, 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 SAN VICENTE, NORTHERN SAMAR in the CSC website:

PRELINA G. FORTUNA
MGADH-I/HRMO/Designate
Date: August 9, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	
					Education	Training	Experience	Eligibility			
1	Administrative Aide I (Utility Worker I)	1011-5	1	86,328.00	Must be able to read and write	None Required	None Required	None Required	None Required	Not Applicable	Office of the Municipal Mayor
2	Revenue Collection Clerk I	1091-32	5	109,260.00	Completion of 2 year studies in Colleges	None Required	None Required	None Required	Career Service Sub Professional Eligibility (First level Eligibility)	Not Applicable	Office of Municipal Treasurer

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 August 24, 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. The office highly encourage all interested and qualified applicants and promotes all employment opportunity to all men and women at all level of position without discrimination regardless of gender, civil status, age, disability, ethnicity and member of the indigenous communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE).

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

PRELINA G. FORTUNA
MGADH-I/HRMO-Designate
LGU- San Vicente Northern Samar
Dire. nag. Des. orti ra@ mai com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.