

Republic of the Philippines  
**MGO SILVINO LOBOS, 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 SILVINO LOBOS, NORTHERN SAMAR in the CSC website:

  
NORMA B. TENEDERO

HRMO

Date: October 5, 2022

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 Assistant Department Head I (Assistant Budget Officer)	MMO-2	22	52472	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Budget Office
2	Administrative Aide IV (CLERK II)	SBO-3	4	11245	Completion of two years in College	none required	none required	Career Service (Subprofessional) First Level Eligibility	N/A	SB Office
3	Administrative Aide I (Utility Worker I)	SBO-15	1	9388	Must be able to read and write	none required	none required	none required (MC 11 s . 96- Cat. III)	N/A	SB 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 October 20, 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](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.

5. The LGU-Silvino Lubos opens this published vacant positions to all interested and qualified applicants regardless of gender, civil status, religion, and ethnicity including persons with disability

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

**NORMA B. TENEDERO**

AO-II(HRMO-I)

LGU-SILVINO LUBOS

[normabtenedero\\_lgu@yahoo.com](mailto:normabtenedero_lgu@yahoo.com)

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