

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
NORMA B. TENEDERO
HRMO

Date: December 19, 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	Competen cy (if applicable)	
1	Revenue Collection Clerk I	MTO-4	5	12407	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First level Eligibility	N/A	Treasurer's Office
2	Administrative Officer II (Human Resource Management Officer I)	MMO-10	11	20250	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mayor's 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 January 3, 2024.

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 LGU-Silvino Lobos 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-IV(HRMO-II)
LGU-Silvino Lobos N. Samar
tenederonorma75@gmail.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.