

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

RAQUEL G. PORCADILLA
HRMO

Date: 2-Apr-24

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 Municipal Treasurer)	28	22	50,058.00	Bachelor's Degree preferably in commerce, public administration or law	None required	Three (3) years of experience in treasury or accounting service	Career Service Professional/ Second Level Eligibility		Municipal Treasury 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 April 17, 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 interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply.

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

HON. JOSE G. ARDALES
Municipal Mayor
Local Government Unit-Victoria, N. Samar
lguvictoria50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.