

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:

Date: August 22, 2022
RENE T. DENTE
HRMO

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	Secretary to the Sangguniang Bayan I	11	24/1	60,719.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None Required	None Required	One (1) year of relevant experience	First Grade/Career Service (Professional) or its equivalent		Mun. Legislative Office
2	Administrative Officer IV (Fiscal Controller II)	25-1	15/1	23,503.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Mun. Accounting Office
3	Administrative Officer II (Budget Officer I)	23-1	11/1	16,714.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Mun. Budget Office
4	Local Treasury Operations Officer I	28-1	11/1	16,714.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Mun. Treasurer's Office
5	Municipal Government Department Head I (Municipal Assessor I)	31	24/1	60,719.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None Required	Three (3) years of experience in real property assessment work or in any related field	RA 1080, as amended, (Real State Service)			Mun. Assessor's Office
6	Nurse I	34-1	15/1	33,575.00	Bachelor's of Science in Nursing	None Required	None Required	RA 1080, as amended, (Nurse)			Mun. Health Office
7	Municipal Government Department Head I (Internal Auditor V)	2-2	24/1	60,719.00	Master's Degree	Twenty four (24) hours of training in management and supervision	Four (4) years in position/s involving management and supervision	Career Service (Professional)/Second Level Eligibility			Mun. Audit Service 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 September 7, 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. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at levels of position without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those diverse sexual orientation, gender identity and expression (SOGIE).

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

rgvictoria50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.