

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

**ELBERT FABIAN M. LAGRIMAS**  
Internal Auditor V/HRMO-Designate  
Date: August 9, 2023

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	Local Treasury Operations Officer II	1091-11	15	26,323.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Treasurer Office
2	Administrative Aide I	1091-8	1	9,332.00	Able to read and write	None required	None required	None required	N/A	Municipal Treasurer Office
3	Administrative Aide I	1091-9	1	9,332.00	Able to read and write	None required	None required	None required	N/A	Municipal Treasurer Office
	Nothing Follows									

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, 2023

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. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all 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 (SUGIE)
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ELBERT FABIAN M. LAGRIMAS**  
Internal Auditor V/HRMO-Designate  
MGO San Roque, Northern Samar  
[elbertfabianlagrimas@gmail.com](mailto:elbertfabianlagrimas@gmail.com)

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