

Republic of the Philippines
LGU-ALLEN, 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 in the CSC Website.

LGU-ALLEN NORTHERN SAMAR

RACHEL M. PORNELOS
HRMO II

Date: July 14, 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 | Competency (if applicable) | |
| 1 | Administrative Aide I | 7 | 1 | 8762 | Must be able to read and write | None required | None required | None required | | Mayor's Office |
| 2 | Administrative Officer IV (Budget Officer II) | 42 | 15 | 24568 | Bachelor's Degree relevant to the job | Four (4) hrs relevant training | One (1) yr relevant experience | Career Service Professional / 2nd Level Eligibility | | Mun. Budget Office |
| 3 | Local DRRM Officer II | 97 | 15 | 24568 | Bachelor's Degree | Four (4) hrs relevant training on DRRM | One (1) yr relevant experience on DRRM | Career Service Professional / 2nd Level Eligibility | | Mun. Disaster Risk Reduction Mgt. 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 July 29, 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;
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 positions 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 experssion (SOGIE).

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

RACHEL M. PORNELOS

HRMO II

LGU-ALLEN NORTHERN SAMAR

lgu.allensamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.