

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: July 6, 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	Municipal Government Department Head I (Internal Auditor V)	MIASO-1	24	67559	Master's Degree	24 hour's of training in Management and Supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Service Office -LGU Silvino Lubos N. Samar
2	Administrative Officer IV (Human Resource Management Officer II)	MM0-19	15	27464	Bachelor's Degree	4 hours of Relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility	N/A	Mayor's Office
3	Engineer I	MEO-7	12	21874	Bachelor's Degree in Engineering relevant to the Job	None required	None required	RA 1080	N/A	Engineering Office

4	Revenue Collection Clerk III	MTO-8	9	15908	Completion of Two year's studies in college.	4 hours of Relevant Training	1 year of relevant Experience	Career Service (Professional) Second Level Eligibility	N/A	Treasurer's Office
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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 21, 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. The LGU-Silvino Lubos 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-II (HRMO-I)

Mayor's Office

[tenederonorma75@gmail.com](mailto:tenederonorma75@gmail.com)

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