

Republic of the Philippines  
**MGO LOPE DE VEGA, 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 LOPE DE VEGA, NORTHERN SAMAR in the CSC website:

Date: July 31, 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 VI (Clerk III)	27	6	13,165	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub professional ) First Level Eligibility	Not Applicable	Office of the Secretary to the Sanggunian

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 15, 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.

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 gender, civil status, age, disability, ethnicity and member of the indigeous communities.

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

**KATHLEEN C. BANDAL**

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Municipal Vice Mayor

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LGU-Lope de Vega, Northern Samar

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[lopedevega.lgu@gmail.com](mailto:lopedevega.lgu@gmail.com)

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