



Republic of the Philippines
Province of Samar
MUNICIPALITY OF TARANGNAN
Request for Publication of Vacant Position

TO : CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU, Tarangnan, Samar in the CSC website:

ALVIN C. EVANGELISTA

HRMO II

Date: 3-Apr-24

NO.	Position Title (Parenthical Title, if applicable)	Plantilla Item NO.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Aide II (Bookbinder I)	1041-3	2	10,364.00	Elementary School Graduate	None Required	None Required	None	N/A	Municipal Planning and Development Office

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to the address below not later than April 18, 2024.

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. The office encourages all interested and qualified applicants & promotes equal opportunity to all men and women at all levels of position regardless of age, gender discrimination, civil status, person with disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

ALVIN C. EVANGELISTA

HRMO II

LGU Tarangnan, Samar

jgu.tarangnan1884@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.