



Republic of the Philippines
LOCAL GOVERNMENT UNIT
Almagro, Samar

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Almagro, Samar in the CSC website:

KATHLEEN S. PRUDENCIADO

(Head of Agency)

Date: 6-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Accountant	06-029	SG 24/1	39,627.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None required	3 years experience in Treasury or Accounting Service	RA 1080 (Certified Public Accountant) Including the requirement of Filipino citizenship, of good moral character and a resident of the municipality as provided for in 1991 LGC	* Leadership Skills; * Analyses and verifies details of various accounts * Prepares Financial Statement, Bank Reconciliation and schedule of various accounts	Almagro, Samar

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 March 5, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

KATHLEEN S. PRUDENCIADO

Municipal Mayor
2nd Flr. Municipal Hall

Brgy. Poblacion, Almagro, Samar
jgu_almagro@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.