

Republic of the Philippines
LGU-Dolores, Eastern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

Hon. SHONNY NIÑO R. CARPESO
(Head of Agency)
Date: 23-Nov-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 Government Assistant Department Head (Budget Officer IV)	1071-4	22	46,973.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		Municipal Budget Office
2	Municipal Government Assistant Department Head (Social Worker Officer IV)	7611-5	22	46,973.00	Bachelor's degree in Social Work	40 hours of relevant training	3 years or progressively responsible experience in social welfare services and development assistance	RA 1080 (Social Worker)		Municipal Social Welfare and Development Office
3	Municipal Government Assistant Department Head (HRMO IV)	3-03-008-1	22	46,973.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		HRMO
4	Municipal Government Department Head (MENRO)	3-02-004-1	24	58,639.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None Required	3 years experience in environmental and natural resources management, conservation and utilization	Career Service (Professional)		MENRO
5	Day Care Worker II	7611-6	8	13,025.00	Completion of secondary school course	16 hours of relevant training	6 months of experience in teaching preschoolers	Day Care Worker (Res. 435)		ECCD/MSWDO
6	Administrative Aide I	1016-2	1	8,408.00	Completion of secondary school course	None Required	None Required	None Required		Vice Mayor's 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 December 7, 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;
5. A resident of Dolores, Eastern Samar

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

Hon. SHONNY NIÑO R. CARPESO
Municipal Mayor
LGU-Dolores, Eastern Samar
ayadvtrgilio@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.