

Republic of the Philippines
LGU - Gamay, Northern Samar
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LOCAL GOVERNMENT UNIT, Gamay, Northern Samar in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place Assign
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I (Computer Operator I)	1091-5.3	7	11,089.00	Completion of two yrs. Studies in college or HS graduate w/ relevant vocational/trade course	None Required	None Required	Career Service Sub-professional		Mun. Tre Office, Gamay San
2	Revenue Collection Clerk I	1091-34	5	9,731.00	Completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-professional		Mun. Tre Office, Gamay San

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 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;

- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

DR. TIMOTE O T. CAPOQUIAN, JR.

Municipal Mayor

Municipal Hall, Brgy. Central, Gamay N. Samar

evelyn_ablav24@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

RECEIVED

10 AUG 2018

CIVIL SERVICE COMMISSION

OFFICE OF THE MUNICIPAL MAYOR

DR. TIMOTE O T. CAPOQUIAN, JR.
Municipal Mayor

Date: