

Republic of the Philippines  
MUNICIPALITY OF GANDARA  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



**EUFEMIO S. OLIVA**  
Municipal Mayor

Date: November 23, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Administrative Assistant II (Computer Operator IV)	1081-10	SG-14	270,240.00	Completion of 2 yrs. studies in College or High School Graduate Vocational Course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder MC II, s, 96-Cat.1 First Level Elegibility	N/A	Municipal Accounting Office
Nothing Follows										

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](http://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:

**HON. EUFEMIO S. OLIVA**  
Municipal Mayor  
LGU, Gandara, Samar  
[albumanglag@yahoo.com](mailto:albumanglag@yahoo.com)

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