

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

Republic of the Philippines  
LGU - Gen. MacArthur, E. 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 - Gen. MacArthur, E. Samar in the CSC website:

*Flora Ty*  
HON. FLORA C. TY  
(Head of Agency)  
Date: 24-Jul-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	Administrative Aide-I (Laborer - I)	1b	1	P 7,357.00	Able to read and write	None Required	None Required	None Required		Mayor's 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/fermail their application to:

HON. FLORA C TY  
Municipal Mayor  
LGU - Gen. MacArthur, E. Samar  
[gmes.mayors.office@gmail.com](mailto:gmes.mayors.office@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.