

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

**Republic of the Philippines
Local Government Unit
Jipapad 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 (N) Local Government Unit, Jipapad Eastern Samar in the CSC Website

Delia G. Monleon
HON. DELIA G. MONLEON
(Head of Agency)

Date: _____

| 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 | Driver II | 7 | 4 | 8,872.00 | Elementary School Graduate | None-Required | None-Required | Driver's License | None | Office of the Municipal Mayor |

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 October 08, 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:

Delia G. Monleon
HON. DELIA G. MONLEON

Municipal Mayor

Barangay 01, Jipapad E. Samar

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.