

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF LAOANG, 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 LGU Laoang, Northern Samar in the CSC website:



HECTOR L. ONG

Municipal Mayor

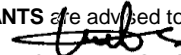
Date: August 14, 2018

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	Administrative Assistant II	7611-62.3	8	166,080.00	COMPLETION OF TWO YEARS IN COLLEGE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	Career Service SubProfessional; appropriate eligibility for 1st level positions		MSWDO , Laoang, N. Samar

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 August 31, 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:



HECTOR L. ONG

Municipal Mayor

New Executive Bldg, E.Lagrimas St., Brgy,
Guilaoange, Laoang, N. Samar, 6411

lgulaoang2014@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.