



Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF LAS NAVAS
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)
NORTHERN SAMAR FIELD OFFICE

This is to request the publication of the following vacant positions of LGU-LAS NAVAS in the CSC website:

MINDA MERCADER - TAN
Municipal Mayor
Date: September 17, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignme
					Education	Training	Experience	Eligibility		
1	Accountant - II	33.2	15	Php23, 208.00	Bachelor's Degree in Commerce / Business Administration major in Accounting	4 hours relevant training	1 year of relevant experience	RA 1080		Municipal Accountant's Office
2	Budget Officer - II	38.1	15	Php23, 208.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Budget Office

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, and member of Indigenous Communities irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 5, 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:

MINDA MERCADER - TAN

Municipal Mayor

Mayor's Office, 2nd Floor, Las Navas Municipal

Building, Las Navas, Northern Samar, or email to

lculsnavas2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.