

CS Form No. 9

Series of 2017

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

Republic of the Philippines
LGU-PAMBUJAN, 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-Pambujan, Northern Samar in the CSC website:

Conchita M. Tuballas
CONCHITA M. TUBALLAS

HRMO

Date: 12/19/2018

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly/Daily Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III			250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
2	Administrative Aide III			200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		GSO, LGU-Pambujan
3	Administrative Aide III			250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
4	Administrative Aide III			200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Vice Mayor's Office, LGU-Pambujan
5	Clerk I			250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MSWDO, LGU-PAMBUJAN
6	Administrative Aide III			200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Vice Mayor's Office, LGU-Pambujan
7	Administrative Aide III			200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
8	Agricultural Technician			200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Agri. Office, LGU-Pambujan
9	Driver I			200.00/Day	Elementary Graduate	None Required	None Required	Driver License (MCII, s 96-CATII)		MHO, LGU-Pambujan
10	Coop. Dev't Specialist			250.00/Day	Bachelor's Degree	None Required	None Required	2nd Level (Professional)		Mayor's Office, LGU-Pambujan
11	Administrative Aide III			200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
12	Administrative Aide III			250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MDRRMO, LGU-Pambujan

13	Revenue Collector Clerk I			200.00/Day	2yrs studies in college	1year relevant training	None Required	1st Level (Sub-Professional)		MTO,LGU-Pambujan
14	Agricultural Technician			200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
15	Day Care Worker			250.00/Day	High School Gradute	None Required	None Required	MCII,s 96-CAT II		Mayor's Office,LGU-Pambujan
16	Business Permit&Licensing Officer			250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
17	Assessment Clerk			300.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		MAO,LGU-Pambujan
18	Agricultural Technician			200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
19	Agricultural Technician			200.00/Day	2yrs studies in college	None Required	None Required	1nd Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
20	Municipal Environmental&Natural Resources			300.00/Day	Bachelor's Degree	None Required	3 years experience	First Grade or its equivalent		Mayor's Office,LGU-Pambujan
21	Administrative Aide III			200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MSWDO,LGU-PAMBUJAN
22	Sports Dev't Officer			250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
23	Public Information Officer			250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
24	Aquaculture Technician			200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Agri. Office,LGU-Pambujan
25	Culture, Arts&Dev't Officer			250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
26	Administrative Aide I			250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office,LGU-Pambujan

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 December 31, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be
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:

CONCHITA M. TUBALLAS
HRMO
LGU-Pambujan, Northern Samar
lgupambujan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.