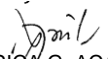


Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Local Government Unit - Pinabacdao) in the CSC website:


JESSICA G. ACABA

AO IV (HRMO II)

Date: November 29, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Community Development Assistant I	45	7	10,748.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Municipal Cooperative & Development Office
2	Administrative Assistant II (Bookkeeper)	96	8	11,526.00	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Accountant's Office

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;
2. Performance rating **in the last rating period** (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:

JESSICA G. ACABA

AO IV (HRMO II)

LOCAL GOV'T. UNIT-PINABACDAO, PINABACDAO, SAMAR

jessica47acaba@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.