

Republic of the Philippines
Province of Samar
Municipality of Sta. Margarita
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the Municipal Government of Sta. Margarita, Samar in the CSC website:


HAZEL E. CAMARINES
Administrative Officer IV/HRMO II
Date: October 24, 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	Construction and Maintenance Man	49	2	8,400.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sta. Margarita, 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 November 9, 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 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:

HAZEL E. CAMARINES
Administrative Officer IV (HRMO II)
Human Resource Mgmt. Office, LGU-Sta.
Margarita, National Highway, Brgy. Monbon, Sta.
Margarita, Samar
lgusmhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.