

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

Republic of the Philippines  
LGU-ARTECHE, EASTERN 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-ARTECHE ] in the CSC Website:

  
ROLAND BOIE M. EVARDONE, RN

Municipal Mayor

Date: 28-Feb-19

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin Aide 1 (Utility Worker 1)	10-a	1	7,985	can read & write or Elementary graduate	None required	None Required	None Required		Office of the Municipal Engineer

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](http://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:

HON. ROLAND BOIE M. EVARDONE, RN  
Municipal Mayor  
LGU-ARTECHE, EASTERN SAMAR

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.