



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

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - LAS NAVAS in the CSC website:

ARLITO A. TAN
Municipal Mayor

Date: October 24, 2019

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	ADMIN. AIDE ^d - IV (Accounting Clerk-I)	37	4	10,571.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting Office
2	ADMIN. AIDE - IV (Clerk-II)	3.2	4	10,571.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
3	AGRICULTURAL TECHNOLOGIST	48.4 & 48.5	10	15,386.00	Bachelor's degree relevant to the job	None required	None required	RA 1080		Municipal Agriculture Office
*****NOTHING FOLLOWS*****										

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, members 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 November 9, 2019.

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:

LEOMAR J. ORSOLINO

HRMO-III

HRM Section, 2nd Floor, Las Navas Municipal Hall, Las Navas, Northern Samar 6420

leomar34orsolino@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.