



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF EASTERN SAMAR  
MUNICIPALITY OF MERCEDES

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: MICHAEL M. DELA CRUZ  
DIRECTOR II  
CSC FIELD OFFICE  
BORONGAN CITY, EASTERN SAMAR

This is to request the publication of the following vacant positions of LGU - Mercedes Eastern Samar in the CSC website:

**HON. EDWIN B. QUIMINALES**  
Municipal Mayor  
12/01/2020

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	Administrative Aide I (Utility worker I)	7-22	SG- 1	7,357.00	Must be able to read and write	None required	None required	None required	N/A	Mayor's office LGU - Mercedes E.

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:

**DAISY M. ABLAY**  
HRMA

LGU - MERCEDES EASTERN SAMAR

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

*Public ROB - 7 Dec. 1, 2020*