

Republic of the Philippines
LGU-PAMBUJAN, NORTHERN SAMAR
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 LGU-Pambujan in the CSC website:

Conchita M. Tuballas
CONCHITA M. TUBALLAS

HRMO-I

Date: 10/29/2019

N o.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary/Rate per day	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I (Records Officer I)	1031-3	10	14,425.00	Bachelor's Degree	None required	None required	Career Service (Professional) 2nd level eligibility		Municipal Administrator's office, LGU- Pambujan
2	Administrative Aide VI (Fiscal Clerk II)	1081-5	6	11,135.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) 1st level eligibility		Municipal Accounting Office, LGU- Pambujan
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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 October 30, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be
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:

CONCHITA M. TUBALLAS

HRMO-I

LGU-Pambujan, Northern Samar

lgupambujan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.