

**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 position, which are authorized to be filled, at the **LGU-Pambujan** in the CSC website:



**GINA P. ADORA**

HRMO II

Date: 12/17/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly/Daily Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
2	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		GSO, LGU-Pambujan
3	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
4	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
5	Clerk I		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		MSWDO, LGU-PAMBUJAN
6	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
7	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office, LGU-Pambujan
8	Driver I		3	250.00/Day	Elementary Graduate	None Required	None Required	Driver's License (MCII,s 96-CATII)		MHO, LGU-Pambujan
9	Coop. Dev't Specialist I		11	250.00/Day	Bachelor's Degree	None Required	None Required	2nd Level (Professional)		Mayor's Office, LGU-Pambujan
10	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
11	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		MDRRMO, LGU-Pambujan
12	Revenue Collection Clerk I		5	250.00/Day	2yrs studies in college	1year relevant training	None Required	1st Level (Sub-Professional)		MTO, LGU-Pambujan
13	Agricultural Technician		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office, LGU-Pambujan
14	Day Care Worker		6	250.00/Day	High School Gradute	None Required	None Required	MCII,s 96-CAT II		Mayor's Office, LGU-Pambujan

15	Business Permit & Licensing Officer		11	350.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mun. Treasurer's Office, LGU-Pambujan
16	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
17	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office, LGU-Pambujan
18	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office, LGU-Pambujan
19	Municipal Environmental & Natural Resources Officer		24	350.00/Day	Bachelor's Degree	None Required	3 years experience	First Grade or its equivalent		Mayor's Office, LGU-Pambujan
20	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		MSWDO, LGU-PAMBUJAN
21	Sports Dev't Officer I		10	250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office, LGU-Pambujan
22	Public Relations Officer I		11	300.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office, LGU-Pambujan
23	Aquaculture Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Agri. Office, LGU-Pambujan
24	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
25	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Admin, LGU-Pambujan
26	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
27	Engineering Assistant		8	200.00/Day	2yrs studies in college	4 hours of relevant training	1 year relevant experience	1st Level (Sub-Professional)		Mun. Agri. Office, LGU-Pambujan
28	Planning Assistant		8	350.00/day	2yrs studies in college	4 hours of relevant training	1 year relevant experience	1st Level (Sub-Professional)		MPDO, LGU-Pambujan
29	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office, LGU-Pambujan
30	Administrative Aide III		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Accountant's Office, LGU-Pambujan
31	Administrative Aide III		6	300.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Vice Mayor's Office/SB, LGU-Pambujan

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 Jan. 1, 2021.

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 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:

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 GINA P. ADORA  
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 HRMO II  
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 LGU-Pambujan, Northern Samar  
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[ginaadora76@gmail.com](mailto:ginaadora76@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**