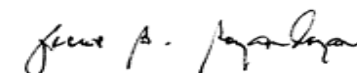**Republic of the Philippines**
LGU PARANAS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU PARANAS) in the CSC website:

JESUS B. ROYANDOYAN
HRMO IV

Date: _____ December 11, 2020 _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Civil Registrar I	8	24	952,836.00	Bachelor's Degree	None	Three (3) Years Experience in Civil Registry Work	First Grade Civil Service Eligible or its Equivalent		Office of the Municipal Civil Registrar
2	Municipal Gov't. Assistant Dept. Head (Assistant Mun. Accountant)	12-1	22	722,436.00	Master's Degree or Certificate in Leadership from CSC Preferably Major in Accountancy	120 Hours of Relevant Training	3 Years experience in the Treasury or Accounting Services	Second Level Eligibility Preferably RA 1080 (Certified Public Accountant)	1. Building Collaborative, inclusive Working Relationship. 2. Leading Change 3. Creating and Nurturing a High Performing Organization 4. Managing Performance and Coaching for Results 5. Thinking Strategically and Creatively	Office of the Municipal Accountant

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 December 26, 2020.

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 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:

JESUS B. ROYANDOYAN
HRMO IV
LGU Paranas, Paranas, Samar
jess.royandoyan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.