

Republic of the Philippines
Local Government Unit - Pinabacdao
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 (Local Government Unit - Pinabacdao) in the CSC website:


JESSICA G. ACABA

Date: October 8, 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	Secretary to the Sangguniang Bayan	10	24	48,312.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None	None required	Career Service (Professional) Second Level Eligibility or its equivalent		Office of the Sangguniang Bayan
1	Municipal Civil Registrar	78	24	48,312.00	Bachelor's Degree graduate	None	3 years of relevant experience in civil registry	Career Service (Professional) Second Level Eligibility or its equivalent		Office of the Municipal Civil Registrar
2	LDRRMO II	2	15	20,674.00	Bachelor's Degree graduate	4 hrs. of relevant training in DRRM	1 yr. of relevant experience in DRRM	Career Service (Professional) Second Level Eligibility		Office of the Mayor
3	Revenue Collection Clerk II	48	7	11,089.00	Completion of 2 yrs. studies in college	None required	None required	Career Service (Sub Professional) First Level Eligibility		Office of the Municipal Treasurer

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;
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:

JESSICA G. ACABA
AO IV (HRMO II)
LOCAL GOV'T. UNIT-PINABACDAO, PINABACDAO, SAMAR
jessica47acaba@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.