

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 11, 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 Municipal Vice Mayor
	xxxxx	xxxxx	xxxxx	xxxxx	NOTHING	FOLLOWS	xxxxx	xxxxx	xxxxx	xxxxx

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 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](mailto:jessica47acaba@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.