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Republic of the Philippines
Province of Eastern Samar
Municipality of Salcedo
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Salcedo, Eastern Samar in the CSC website:

M. Mergal
ATTY. MELCHOR LLEGO MERGAL
(Head of Agency)

Date: October 17, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Mun. Gov't. Department Head I (Municipal Civil Registrar)	38	24	58,384.00	Bachelor's Degree	None Required	Three (3) yrs. experience in Civil Registry	First grade or its equivalent		Municipal Civil Registrar Office, LGU-Salcedo E. Samar
2	Revenue Collection Clerk III	15 - B	9	12,583.00	Completion of Two (2) yrs. Studies in College	Four (4) hours of relevant training	One (1) yr. of relevant experience	Career Service (sub-professional) First Level Eligibility		Municipal Treasurer's Office, LGU-Salcedo E. Samar
3	Aministrative Aid IV (Labor Foreman)	21	6	10,393.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96 - CAT. III)		Municipal Engineering Office, LGU-Salcedo E. Samar
4	Day Care Worker I	28 - D	6	10,393.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96 - CAT. III)		Municipal Social Welfare and Development Office, LGU-Salcedo E. Samar
5	Day Care Worker I	28 - E	6	10,393.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96 - CAT. III)		Municipal Social Welfare and Development Office, LGU-Salcedo E. Samar

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 31, 2019.

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:



ATTY. MELCHOR LLEGA MERGAL

Municipal Mayor

Brgy. 03, Purisima St., Salcedo, Eastern Samar

m_mergal@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.