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must be in MS Excel format

Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF SAN ROQUE

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 LGU-San Roque, Northern Samar in the CSC website:

Nancy T. Anastacio
NANCY T. ANASTACIO
HRMO-designate

Date: 1-Oct-19

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	LOCAL LEGISLATION STAFF STAFF OFFICER III	1016 D-107	16/1	22, 533.00	Bachelor's Degree or relevant to the Job.	4 hours of relevant training	One (1) year relevant experience	CS Professional or second level eligibility		LEGISLATIVE DEPARTMENT
2	MUNICIPAL SOCIAL WELFARE OFFICER	7610 B-10	24/1	48,312.00	Bachelor's Degree in Social Work or any related course.	None Required	three (3) experience in Practice of Social Work	RA 1080 (Social Work Registered)		Municipal Social Work and Development Office

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 17, 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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

UNQUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Nancy T. Anastacio
NANCY T. ANASTACIO
AIO-1/HRMO-Designate
LGU-SAN ROQUE, NORTHERN SAMAR
vanzk5@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.