

Republic of the Philippines  
Municipality of Sta. Rita  
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 of Sta. Rita, Samar, in the CSC website:



RAUL G. AMORES  
HRMO

Date: 12/14/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
						Training	Experience	Eligibility		
1	Admin. Assistant II( Bookkeeper I )	5(MAcO)	SG-08	P 13,406.00	COMPLETION OF 2 (TWO) YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY	Computer Literate	Municipal Accounting Office
2										
3										
4										

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 29,2020.

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](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:

MGDH/HRMO  
Human Resource Management Office, Sta. Rita, Samar  
[hrmo.lgustarita@gmail.com](mailto:hrmo.lgustarita@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.