

Republic of the Philippines  
MUNICIPALITY OF SULAT  
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-Sulat in the CSC website:

HON. JAVIER E. ZACATE  
Head of Agency  
Date: October 28, 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	Senior Administrative Assistant III (Private Secretary)	1-5	15	22,285.00	Completion of 2 years studies in college	None Required	None Required	None Required		Office of the Municipal Mayor

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 **November 14, 2019**.

1. Application Letter;
2. 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);
3. Performance rating in the **last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

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

EVANGELINE E. ERO, HRMO Designate  
Human Resource Management Office, 2nd Flr.  
Municipal Bldg., Brgy. Baybay, Sulat, E. Samar  
[hmosulat@gmail.com](mailto:hmosulat@gmail.com) / [lgu\\_sulat@yahoo.com](mailto:lgu_sulat@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**