

Republic of the Philippines
Local Government Unit Of Taft Eastern Samar
Request for Publication of Vacant Positions

To: **MICHAEL M. DELA CRUZ**
DIRECTOR II
CSC REGIONAL OFFICE
BORONGAN CITY, EASTERN SAMAR


JESSICA D. ELLE
HRMO

This is to request the publication of the following vacant positions of LGU-TAFT in the CSC website:

Date: November 7, 2018

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	MGDH I (Municipal Accountant)	1.15.1	24	54,974.25	A Certified Public Accountant (CPA)	None Required	3 years in treasury or accounting service	RA 1080	N/A	Accounting Office
2	MGDH I (MPDC)	1.5.1	24	54,974.25	Bachelor's Degree preferably in planning, development studies, economics, Public Administration or any related course.	None Required	3 years in development planning or any related fields	RA 1080	N/A	MPDC Office
3	MGADH I (Assistant Budget Officer)	1.6.1-2	22	44,037.75	Bachelor's Degree relevant to the position	16 hours of relevant training	3 years of relevant experience in government accounting, budgeting, or Treasury operations, or any related field	Career Service Professional/2nd level eligibility	N/A	Budget Office
4	Community Affairs Assistant II	1.1.13	8	12,211.50	Two years in college	None Required	None Required	Sub-Proof Civil Service Eligibility or equivalent	N/A	Mayor's Office

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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 D. ELLE
Admin. Officer II (HRMO I)
LGU - Taft, Eastern Samar
jesstaft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.