

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

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


JESSICA D. ELLE
HRMO

Date: DECEMBER 22, 2020

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	Admin Aide I	1.3.11	1	8,301.00	must be able to read and write	none	none	none	n/a	SB-Legislative Office
2	Admin Aide I	1.3.12	1	8,301.00	must be able to read and write	none	none	none	n/a	SB-Legislative Office
3	Admin Aide III (Clerk I)	1.4.3	1	10,068.00	at least two (2) years in college	none required	none required	1st level eligibility	n/a	SB-Secretariat

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 _____.

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.

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.