


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
**MUNICIPALITY OF JAVIER**

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 MUNICIPALITY OF JAVIER in the CSC website:

  
**LELIS S. OBIDOS**  
HRMO II

Date: 29-Nov-21

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 Admin. Assistant III (Private Secretary)	2	15	25, 181.00	Completion of two years studies in college	None required	None required	None required		Office of the Mun. 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 December 16, 2021.

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:

**LELIS S. OBIDOS**  
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**HRMO II**  
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Poblacion Zone 1, Javier Leyte  
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[lgujavierhr@gmail.com](mailto:lgujavierhr@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**