



REPUBLIC OF THE PHILIPPINES
PROVINCE OF EASTERN SAMAR
MUNICIPALITY OF MERCEDES

REQUEST FOR PUBLICATION OF VACANT POSITIONS

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

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

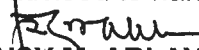

DAISY M. ABLAY
HRMA
Feb. 8, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if)	
1	Administrative Aide III (Driver 1)	7-28	3	9,113.00	Elementary School Graduate	None Required	None Required	Driver's license	N/A	SB Office

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 **Feb. 23, 2022**

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 present position for one (1) year (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:


DAISY M. ABLAY
HRMA

LGU - MERCEDES EASTERN SAMAR

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.