

Republic of the Philippines  
**LGU-PAMBUJAN, NORTHERN SAMAR**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant position, which are authorized to be filled, at the **LGU-Pambujan** in the CSC website:



**GINA P. ADORA**  
HRMO II

Date: March 23, 2022

No.	Position Title ( <b>Parentetical Title, if applicable</b> )	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant IV (Stenographic Reporter III)	1021-6	11	17,908.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Vice Mayor/Sangguniang Bayan, LGU-Pambujan

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 8, 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](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:

GINA P. ADORA

HRMO II

LGU-Pambujan, Northern Samar

[ginaadora76@gmail.com](mailto:ginaadora76@gmail.com)

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