


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: December 29, 2021

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	Administrative Aide III (Utility Worker II)	1071-6	3	9,764.00	Must be able to read and write	None required	None required	None Required (MC 11, s. 96-Cat. III)	N/A	Municipal Budget Office, LGU-Pambujan, N. Samar
2	Assessment Clerk I	1101-4	4	10,355.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Assessor's Office, LGU-Pambujan, N. Samar
3	Administrative Aide VI (Accounting Clerk II)	1081-5	6	11,643.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accountant's Office, LGU-Pambujan, N. Samar

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 January 13, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.