

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:



LAUREANA D. SUAN

Municipal Mayor

Date: June 28, 2018

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 1	1	P150	P3300	None	None	None	None	N/A	MTO
2	Admin. Aide 1	2	P150	P3300	None	None	None	None	N/A	Assessors Office
3	Admin. Aide 1	3	P175	P3850	None	None	None	None	N/A	MTO
4	Admin. Aide 1	4	P150	P3300	None	None	None	None	N/A	LCR
5	Admin. Aide 1	5	P175	P3850	None	None	None	None	N/A	Mayor's Office
6	Admin. Aide 1	6	P150	P3300	None	None	None	None	N/A	DA
7	Admin. Aide 1	7	P150	P3300	None	None	None	None	N/A	Mayor's 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 June 30, 2018.

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:

LAUREANA D. SUAN

Municipal Mayor

LGU ALLEN N. SAMAR

laureanasuan2016@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.