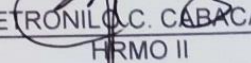


Republic of the Philippines
Local Government Unit-Capul N. Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit-Capul in the CSC website:


PETRONILO C. CABACANG
HRMO II

Date: 12/19/2018

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	Administrative Aide IV	N/A	4	8,161.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
2	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
4	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
5	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Treasury 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 _____.

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:

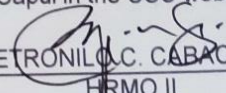
PETRONILO C. CABACANG
HRMO II
Local Government Unit - Capul
pattcabacang66@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Local Government Unit-Capul N. Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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PETRONILO C. CABACANG
HRMO II

Date: 12/19/2018

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	N/A	4	8,161.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
2	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
4	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
5	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Treasury Office

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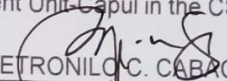
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Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
Local Government Unit-Capul N. Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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PETRONILO C. CABACANG
HRMO II

Date: 12/19/2018

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	Administrative Aide IV (Accountant II)	N/A	15	18,334.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	1 year relevant experience	RA 1080	N/A	Municipal Accountant Office
2	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide III	N/A	3	7,618.00	Completion of two years studies in college	None Required	None Required	None Required	N/A	Municipal Budget Office
4	Administrative Aide III	N/A	3	7,618.00	High School Graduate	None Required	None Required	None Required	N/A	Mayor's Office

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