

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

CLARISSA ROWENA C. BONSOL
(Head of Agency)

Date: October 9, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | | Assignment |
|-----|--------------------------------------|--------------------|------------------------|---------------|--|------------------------------|-------------------------------|----------------------------------|----------------------------|--------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Local Legislative Staff Assistant-II | 02-6 | 8 | 14,654.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) | | Office of the Vice Mayor |
| 2 | Local Legislative Staff Employee-II | 02-7 | 4 | 11,407.00 | Elementary School Graduate | None required | None required | None required | | Office of the Vice Mayor |
| 3 | Local Legislative Staff Employee-I | 02-8 | 2 | 10,080.00 | Elementary School Graduate | None required | None required | None required | | Office of the Vice Mayor |
| 4 | Local Legislative Staff Employee-I | 02-9 | 2 | 10,080.00 | Elementary School Graduate | None required | None required | None required | | Office of the Vice Mayor |

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 October 26, 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:


CLARISSA ROWENA C. BONSOL

Municipal Vice Mayor

LGU-Catarman, Northern Samar

jakesleonard0001@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.