

**Republic of the Philippines**  
**LGU - Gamay, 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 LOCAL GOVERNMENT UNIT, Gamay, Northern Samar in the CSC website:

**DR. TIMOTEO T. CAPOQUIAN JR.**

Municipal Mayor

Date:

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 Assistant II (Computer Operator I)	1091-5.3	7	11,089.00	Completion of two yrs. Studies in college or HS graduate w/ relevant vocational/trade course	None Required	None Required	Career Service Subprofessional		Mun. Treasurer's Office, Gamay, N. Samar
2	Administrative Aide IV (Accounting Clerk II)	1081-29	6	10,388.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional		Accounting Office, Gamay, N. Samar

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](http://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:

DR. TIMOTEO T. CAPOQUIAN, JR.

Municipal Mayor

Municipal Hall, Brgy. Central, Gamay N. Samar

[evelyn\\_ablay24@yahoo.com](mailto:evelyn_ablay24@yahoo.com)

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