

Republic of the Philippines
MUNICIPALITY OF GANDARA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU, Gandara, Samar in the CSC website:


EUFEMIO S. OLIVA
Municipal Mayor

Date: January 15, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable (if applicable)	
1	Licensing Officer IV	2019-01	SG-22	598,908.00	Bachelor's degree	16 hrs.of relevant training	3 yrs. Of relevant experience	Career Service (professional)	N/A	Business Permit and Licencing Office
								Second Level Elegibility		
2	Revenue Collection Clerk II	1091-07	SG-7	155,592.00	Completion of two yrs. studies in College	None Required	None Required	Career Service (Subprofessional)	N/A	Municipal Treasurer's Office
								First Level Elegibility		

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:

HON. EUFEMIO S. OLIVA
Municipal Mayor
LGU, Gandara, Samar
albumanglag@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.